WELCOME TO:

GOVERNMENT PURCHASE CARD TRAINING

SPONSORED BY:

REGIONAL CONTRACTING OFFICE (RCO) SECKENHEIM

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ADMINISTRATIVE ANNOUNCEMENTS

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ADMINISTRATIVE ANNOUNCEMENTS

- Class Duration
- Breaks – every hour – 10 mins
- Lunch – 1 hour
- Turn off sound/ringer on all cell phones and pagers
- Location of smoking areas
- Restrooms/Water Fountains
- Phone
- Vending Machines
- Where to eat
- Food in classroom

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INTRODUCTION

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INTRODUCTION OF RCO PERSONNEL

Chief, Regional Contracting Office (RCO) Seckenheim –

Mr. Randy Hamilton

Team Leader, Government Purchase Card (GPC)

Mr. Solomon Evans, A/OPC Level Four - (Primary)

DSN 375-3395 COMM 0621 487-3395

Trainer for this Session

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AGENCY PROGRAM COORDINATORS

UNIT	NAME	DSN
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HQ, USAREUR V CORPS	RENE DUFOUR rene.dufour@eur.army.mil	375-3406

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CONTACT INFORMATION

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APO AE 09096

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Monday - Friday

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Fax DSN: 375-3400

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Homepage:
http://www.usacce.army.mil/seckenheim/

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BACKGROUND

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GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD

Use of the Government-wide commercial card is mandated for all Micro-purchases under $3,000 and Construction under $2,000 per Army Chief of Staff.

BENEFITS OF THE PURCHASE CARD PROGRAM

- **Micro-purchase decisions and actions in the hands of users.**
- **Low administrative cost for purchases and payments.**
- **Streamlines the acquisition process, saving both time and expense.**
- **Eliminates layers of approval.**
- **Speeds up delivery/faster payment.**
- **Builds customer relations with suppliers.**

BOUNDARIES OF THE GPC CARD

- ✓ Purchases must be made according to the applicable regulations for GPC
- ✓ Purchases should fulfill the permitted need of the requirement – bona fide need
- ✓ Mission related purchases only
- ✓ Funding must be in place prior to making the purchase
  - ✓ Mandated by the anti-deficiency law
- ✓ Purchasing authority must be in place

ROLES AND RESPONSIBILITIES

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INDIVIDUALS / ORGANIZATIONS INVOLVED

- Chief, RCO Seckenheim
- Agency/Organization Program Coordinators
- Commanders/Activity Directors
- Approving/Billing/Certifying Officials
- Cardholders
- Resource Managers
- Defense Finance and Accounting Service - DFAS

CHIEF, RCO SECKENHEIM

- Ensures adequate resources are dedicated to the GPC program
- Establishes A/OPCs and ensures they receive training
- Delegates purchasing authority to the Cardholders
- Issues letter informing Billing/Certifying Official of appointment
- Revokes purchasing authority when deemed necessary

AGENCY/ORGANIZATION PROGRAM COORDINATORS (A/OPC)

- Serves as the focal point of contact and responsible for overall GPC program administration
- Administers day to day operations of GPC program while providing assistance and guidance on GPC related issues
- Account setup, maintenance and cancellation for Billing/Approving Officials and Cardholders
- Serves as liaison between account holders and US Bank
- Conducts GPC training
- Conducts GPC account surveillance/compliance reviews
- Closes GPC accounts upon abuse
- Works with Resource Managers to ensure timely and correct certification

APPROVING/BILLING/CERTIFYING OFFICIALS

- Approves Cardholder purchases ensuring purchases are funded, authorized for “Official Government Use”, IAW federal and agency regulations, and reviews Cardholders statements in C.A.R.E.

- Appointed by Commander/Activity Director and serves as Certifying Officer also, ensuring timely review and “certification for payment” of GPC billing cycle statements to prevent late payment interest and penalties

- Ensure each Cardholder fulfills their responsibilities - 7:1 Ratio

- Implementation of dispute resolution procedures

- Can direct suspension/cancellation of Cardholder accounts under their approval authority

- As Billing Official, maintains original purchase transaction records for six (6) years and three (3) months (billing statements from C.A.R.E., funding documentation, receipts, approvals

APPROVING OFFICIAL

FOR DEPARTMENT OF DEFENSE:

The Approving Official is the Certifying Officer and the Billing Official

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CARDHOLDERS

- Receives procurement authority from RCO Seckenheim's Chief
- Obtains all required pre-purchase approvals and screens for mandatory sources
- Maintains purchase log in C.A.R.E. throughout the billing cycle, reconciles all transactions, and approves statement within three (3) business days of end of the billing cycle and forwards all supporting documentation to the Billing Official
- Maintains a separate manual log for "bulk funded" accounts; ensures funds are available to pay for the purchase prior to making the purchase
- Verifies receipt/acceptance of goods or services
- Notifies A/OPC to terminate card upon reassignment or departure from Command
- Maintains physical security of the card to preclude compromise

RESOURCE MANAGERS

- Coordinates funding and spending limits with Billing/Certifying Officials and A/OPC
- Establishes “bulk funding” for each GPC account – authorizes the amount of money available during a specific time period (monthly, quarterly, yearly) – approves spending limits
- Reserves funds prior to GPC use and provide funding notification to billing officials and cardholders
- Provides accounting support and guidance for GPC purchases for the Organization/Activity
- Develops and enters child rule sets
- Ensures timely certification and monitors and follows-up on GPC delinquencies – resolves delinquencies
- Receives and corrects C.A.R.E. rejects
- Assists in surveillances of assigned GPC accounts; performs periodic audits
- Forwards DD577 Signature Cards to DFAS
- Assigns and enters default alternate lines of accounting in C.A.R.E.

COMMANDERS/ACTIVITY DIRECTORS

- Issues formal appointments to the Certifying Officer (and appoints an alternate Certifying Officer), for purposes of certifying payments and ensures they are properly trained in their duties and responsibilities as Certifying Official.

- Conducts formal management control evaluation of their GPC program every five (5) years.

- Ensures that procedures are in place so individuals who are retiring or departing will notify the A/OPC to close their accounts.

- Assists the GPC program by ensuring that proper and strict internal controls are in place, Including:

  - Ensures span of control allows for effective oversight – 1 BO to 7 CH without a waiver
  - Timely certification of monthly bank statements
  - Ensures that the GPC is issued only to personnel with continuing, bona fide need to purchase and ensures appropriate single and monthly transaction limits are set base upon mission

DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)

- Makes payments to US Bank using the C.A.R.E. Electronic Data Interchange (EDI) process from online certification by Billing/Certifying Officials
- Ensures compliance with the “Prompt Payment Act”
- Maintains DD Form 577, Signature Card for Certifying Officials
- Receives and processes obligations.
- Processes requests for manual payments.
- Notifies A/OPC of payment rejects.

MANDATORY TRAINING

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MANDATORY CARDHOLDER/BILLING OFFICIAL TRAINING

1. Defense Acquisition University- WBT Continuous Learning Center – on-line "DOD Government Purchase Card Tutorial" (CLG 001)
   https://atrrs.army.mil/channels/aitas/

Note: Make sure you take the DAU and not the GSA on-line tutorial

2. On-site local "Basic and Expanded GPC Training" by Level 4 A/OPC – "Refresher Training" - **Yearly**

3. Ethics Training – **Yearly**
   http://www.defenselink.mil/dodgc/defense_ethics/2003ethics_training/

4. Section 508 of the Rehabilitation Act Training on-line:
   http://www.section508.gov

5. Follow:
   a. DOD Govt Charge Card Guidebook, 20 Jan 06
   http://purchasecard.saalt.army.mil/

   b. Army Regulation (AR-715-xx) GPC Program (April 2006)

   http://www.usacce.army.mil/seckenheim/gpc/GPC%20Army%20Regulation.pdf

6. On-line C.A.R.E. Tutorial – recommended
   https://www2.usbank.com/cgi_w2/cfm/impac/impac_login.cfm

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MANDATORY BILLING OFFICIAL/ CERTIFYING OFFICIAL TRAINING

Same as Cardholder Training – See previous slide PLUS:

1. "Certifying Officer's" on-line training course –

   https://www.saffm.hq.af.mil/coaotut/

2. Follow:
   a. Financial Management Regulation 7000.14R
      http://www.defenselink.mil/comptroller/fmr/

APPLICATION PROCEDURES

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WHO IS ELIGIBLE TO BE A CARDHOLDER OR BILLING OFFICIAL?

- Military
- Government Civilian
- Local Nationals working for the Government

NOT…….

…….CONTRACTORS……

CARDHOLDER APPLICATION PROCESS

Step One: Complete on-line DAU GPC tutorial and Ethics Training

Step Two: Schedule and attend prescribed GPC on-site training (Orientation) http://www.usacce.army.mil/seckenheim/

Step Three: Submit completed GPC Account Setup Form to the A/OPC. The Form must be signed by BO and your Resource Management Office (CDR's signature needed on Maintenance Form for over $3,000 SPL)

Step Four: Send back a signed copy of "Delegation of Authority" letter.

Step Five: Wait for card – two week delivery

Step Six: "Self register" in C.A.R.E for a user ID and password

BILLING OFFICIAL'S APPLICATION PROCESS

Step One: Complete mandatory on-line training

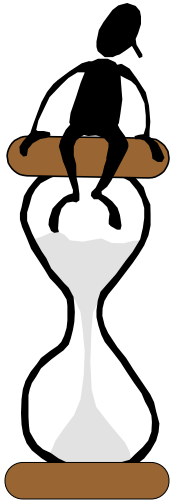
Step Two: Schedule and attend prescribed GPC on-site Training. http://www.usacce.army.mil/seckenheim/

Step Three: Submit Original DD 577 signed by CMD to RM for forwarding to the servicing DFAS

Step Four: Submit 1 copy of DD 577 from the person you are replacing, as their Termination Notice

Step Five: Turn-in both DD 577s, GPC Approving/BILLING/CERTIFYING Official SET-UP form signed by Commander, RM and Billing Official with Certificates of Training to RCO

UPON RECEIPT OF CARD



1. Verify accuracy of name and address
2. Activate your account by calling US Bank (888) 994-6722 OR (701) 461-2232
3. Sign your card
4. Secure Card
6. On-Line Registration in C.A.R.E.

PURCHASE CARD FUNDING

TYPES OF FUNDING

Two different forms of funding:

- DD3953 – Purchase and Commitment Form – one for each purchase

OR

- Bulk Funding

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BULK FUNDING

ENSURE THAT FUNDS ARE AVAILABLE TO PAY FOR ITEMS BEING PURCHASED!

- Funds must be reserved prior to purchase.
- Funds may be reserved in advance in the form of bulk commitments. Bulk funds cover anticipated purchase card purchases for a specified period.
- Local fund control procedures apply when bulk funding is used. Cardholders must comply with these procedures prior to making purchases.
- The cardholder must record his/her purchases in the Purchase Log. Documentation must ensure accountability for both the purchases and the associated funding.

MANUAL LOG SHEET

You have to Log purchases… <u>Mandatory</u> requirement for bulk funding……

CARD INFORMATION

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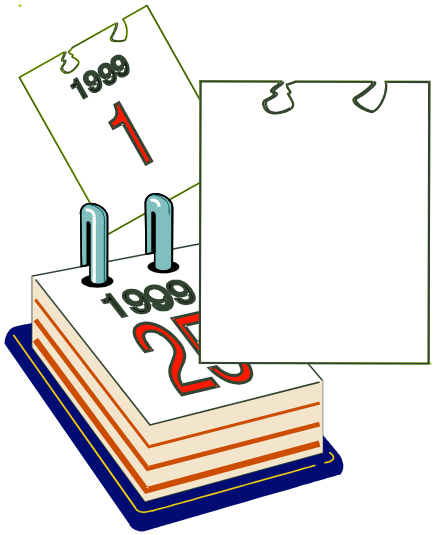
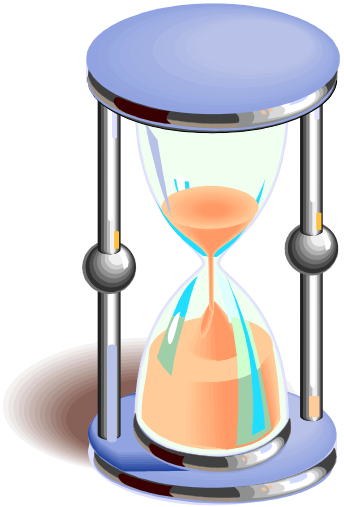
GOVERNMENT PURCHASE CARD (GPC) PROGRAM

REISSUE OF CARDS

Cards are normally reissued every 36 months to each cardholder. Automatic unless A/OPC halts reissue.





It is the Cardholder's responsibility to cancel their account 60 days prior to departing Command.

SECURITY

- *Safeguard card and account number* at all times *to ensure cards and/or account numbers <u>are not compromised!</u>*
- Activate and endorse card *<u>upon receipt!</u>*
- Report Lost or Stolen card to US Bank Customer Service, Billing Official and APC immediately!
- Safeguard your C.A.R.E. User ID & Password !
- <u>NEVER allow anyone to use your card under any circumstances</u>!

- Mask card/account number using the <u>last 8 digits only</u> (Lost or Stolen-<u>last 10 digits only</u>) in any form of written communication: i.e. XXXXXXXX12345678
- Clear through/relinquish GPC to AO upon out-processing, reassignment, etc. AO is responsible for notifying the APC to close a cardholder account
- <u>Discontinue GPC use 60 days "prior" to departure</u> (in order to reconcile transactions/statements of account prior to departure).

LOST OR STOLEN GPC CARD

- Cardholder must notify bank immediately 701-461-2232 (COLLECT CALLS ACCEPTED - 24 / 7)
- Notify Approving Official within one (1) working day after discovering the card is missing.
- Approving Official must notify the A/OPC within five (5) days, in writing, to report the card as being lost/stolen; giving the date of loss, location where loss occurred (if known) and information regarding the last known purchase made by the cardholder.
- If card has been stolen the cardholder should notify the military police to complete the MP report.
- A/OPC will process a request for a replacement card with a new account number.

PURCHASE GUIDELINES

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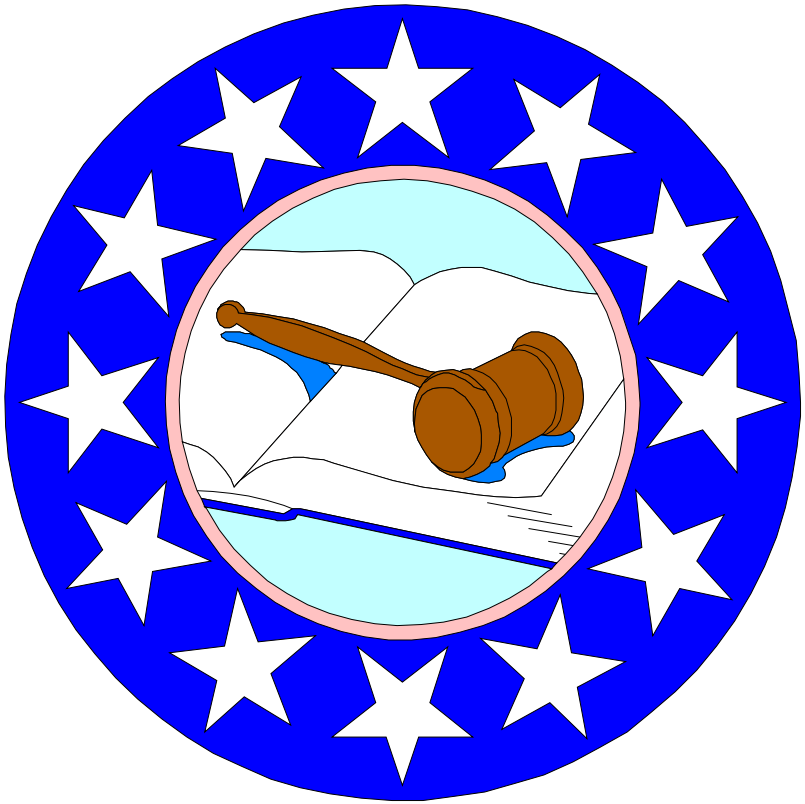
REQUIREMENTS OF FAR



Requirements of the Federal Acquisition Regulation (FAR) Applicable to GPC purchases:

- Mandatory Training
- Prohibition - Splitting Requirement
- Source Rotation
- Price Reasonableness Determination
- Purchase Documentation (C.A.R.E. Log)
- Government Sources & Priority of Use

BEFORE YOU BUY

- ✓ Obtain required pre-approvals or technical reviews -utilize purchase request form
- ✓ Screen mandatory sources
- ✓ Ensure adequate funding is available (or proper funding)
- ✓ Make sure vendor takes the GPC
- ✓ Document that the price is fair and reasonable
- ✓ Ensure any shipping charges are included in the price and not to be billed as a separate item.
- ✓ Distribute your purchases among vendors (share the wealth)
- ✓ Advise vendor that purchase is tax exempt – Take your tax relief (VAT) form with you.
- ✓ Document purchases – bulk funding log, purchase file, C.A.R.E. Transaction Detail Log
- ✓ Ensure additional credit card fees are not added to the purchase price.

PURCHASE REQUEST FORM

GOVERNMENT CREDIT CARD REQUEST/RECEIPT INFORMATION	UNIT:	SUPPLIES:		JOB No. X
		SERVICE:		

1. REQUEST THE FOLLOWING ITEMS BE PURCHASED WITH THE GOVERNMENT CREDIT CARD:

ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
1	Rental of 10 person vans $49.50	4	$198.00	
2	Gas (estimated cost) $18.00	4	$ 72.00	

TOTAL: $270.0

2. SOURCE OF SUPPLY SERVICE:

COMPANY NAME:	Na onal Car Rental	POC:	John
COMPANY ADDRESS:	2 S Pacific Avenue A n, WA		
PHONE No.1-800-846-1212 FAX: 1-800-846-1200			

E AND SIGNATURE OF REQUESTER TURE OF PBO	NAME AND
NAME AND SIGNATURE OF APPROV OFFICIAL IATURE OF ADP MANAGER	NAME AND
TRANSPORTATION OFFICER	

SAMPLE

Line items (itemized list)

Justifications/ PBO, CAPR, etc

Requestor

Approving Official

Requestor/Receiver

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TELEPHONIC/OVER THE COUNTER RULES FOR GPC

Ask the Vendors:

- If they accept Government Purchase Card
- If the item(s) are immediately available
- For complete pricing and delivery information, to include applicable discounts

➨ Inform the Vendor:

- ➨ All purchases are tax exempt
- ➨All items must be delivered within 30 days
- They do not bill until items are shipped or services received

DELIVERY METHODS

- ✓Remember – vendors are not to charge purchases to the GPC until the order has been shipped.
- ✓Items should only be shipped to a U.S. Government address – not to a personal address.
- ✓For orders that require delivery, use German address for German vendors or for deliveries from the states shipped via UPS/DHL.
- ✓Use APO address for U.S. Postal Service deliverables from stateside vendors.

When door-to-door commercial transportation is <u>not</u> possible, Cardholders shall provide vendors proper shipping instructions via "DoD organic distribution system" provided by the US Transportation Command; Defense consolidation and containerization facilities; and Defense Distribution Centers. More info:

http://assist.daps.dla.mil/online

AFTER YOU PURCHASE CARDHOLDER

- ✓ Verify quantity and quality upon receipt of items purchased.
- ✓ Ensure you received documentation of proof of purchase (register tape, invoice, packing slip, etc)
- ✓ Retain the shipping label or invoice as evidence of receipt of items ordered and have receiving agent sign for goods and services.
- ✓ Report accountable items to the Property Book Officer within five (5) days after receipt for inclusion in the inventory.
- ✓ Enter transaction into C.A.R.E. Transaction Log Detail
- ✓ Maintain warranty paperwork (if applicable).

ORDER CANCELLATION/RETURNING PURCHASES

- ✓ Contact the Vendor
- ✓ Return Purchase Within 60 Days
- ✓ Work With the Merchant for Satisfactory Resolution.

(Refund or Replacement of the Item)

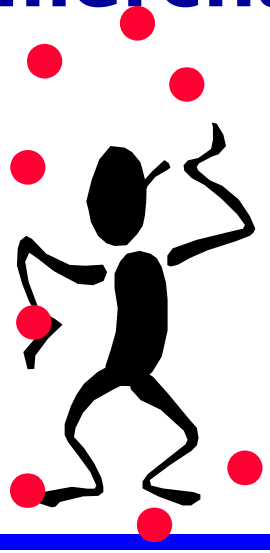
- ✓ Track “credit” in C.A.R.E. to ensure full refund
- ✓ If Merchant Refuses to Issue a Credit Voucher,

Dispute the Transaction in C.A.R.E. and contact your

Agency Program Coordinator (A/OPC)

ROTATE, ROTATE, ROTATE

Micro purchase laws and regulations governing the Government Purchase Card Program requires that Cardholder's rotate merchants.



ALTERNATE SOURCES & PRICE REASONABLENESS

WHY Alternate Sources?

Purchases less than or equal to Micro-Purchase threshold ($3,000) do not require competitive bids, however, FAR mandates: micro-purchases shall be "equitably distributed" among all qualified suppliers to the greatest extent practicable.

- Additionally, Government policy is to provide maximum bid opportunities to "Small Business" suppliers whenever practicable.

Is price quoted fair and reasonable?

Determine price quoted is fair and reasonable "prior to purchase" by one of these methods:

- Competitive quotes
- Previous price comparison
- Current price list
- Advertisement
- Catalog price
- Knowledge of market price

"Fair and reasonable price" is defined as a price that is "as good or better" than the price offered to Non-Government customers.

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PURCHASE AUTHORITY STOPS

- When you are <u>out</u> of funds
- AO or A/OPC or Bank has suspended your account

- When you are 60 days from DEROS/ETS/ Retirement. Includes AO/CO/BO

SPLITTING PURCHASES

You may NOT split purchases in order to stay below the single purchase limit. THIS IS A VIOLATION OF FEDERAL LAW!

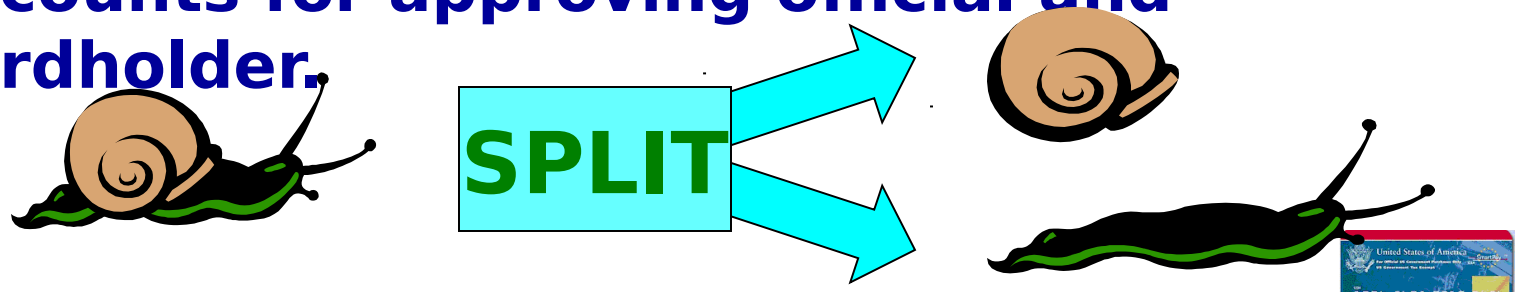
You may purchase multiple items as long as the aggregate is below your single purchase limit.

SPLITTING PURCHASES

Splitting occurs when a single requirement is “split” into multiple purchases in order to stay below the “micro-purchase threshold so that the purchase card can be used.

Any purchase over the micro-purchase threshold ($3 k), as established by congress, must be competed and cannot be made using the GPC procedures for under $3 k alone.

Splitting will result in suspension of GPC accounts for approving official and cardholder.



SPLIT PURCHASE - EXAMPLES

- A single cardholder making multiple purchases from the same merchant on the same day, the total of which exceeds the single purchase limit and the total requirement was known at the time of the first purchase.
- A single cardholder purchasing the same/similar item(s) from multiple merchants on the same day, the total of which exceeds the single purchase limit and the total was known at the time of the first purchase.
- A single cardholder making multiple purchases of similar items from the same or multiple merchants over a period of time when the total requirement was known at time of the first purchase and the value exceeds the single purchase limit.
- Multiple cardholders under the same supervisor/approving official purchasing the same/similar item(s) the same day or in a compressed timeframe when the total requirement is known at a given time and exceeds the single purchase limit.

MANDATORY SOURCES

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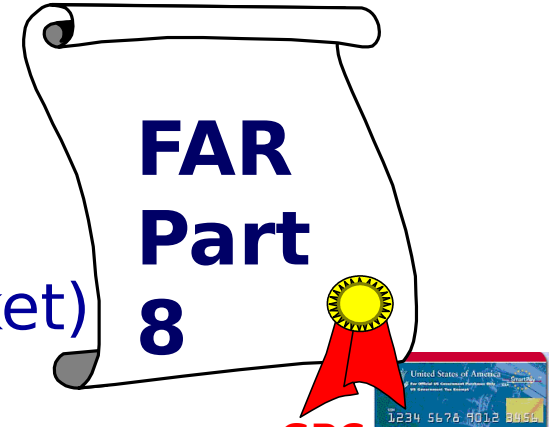
REQUIRED SOURCES OF SUPPLIES AND SERVICES - FAR PART 8

Mandated by Congress and is <u>LAW</u>

- Agency inventories
- Excess from other agencies
- National Industry for the Blind (NIB)
- National Industry for the Severely Handicapped (NISH)
- Wholesale Supply Sources
- Federal Supply Schedules
- Commercial Sources (open market)



DoD EMALL

Cardholders are required to place office product orders against the mandatory BPAs through DoD EMALL

Exceptions:

- Purchase made through local Self-Service Stores
- The mandatory BPA vendors cannot satisfy the ordering office's urgent delivery requirement
- Purchase is made of a JWOD/ABILITY ONE product from sources other than BPA holders when mandatory JWOD/ABILITY ONE products from BPA holders are determined to be priced above fair market value of the product.

"Ability One" will replace acronym JWOD

DoD EMALL

Inability to meet delivery requirements shall be documented in writing

Comparison with other JWOD / ABILITY ONE sources is required when BPA products are priced above fair market value

www.emall.dla.mil

Toll free # 1-888-352-9333

AFFIRMATIVE PROCUREMENT

Resource Conservation And Recovery Act

Federal Acquisition Regulations

Executive Order 13101

What is Affirmative Procurement? A Federal initiative designed to stimu
recycling. (Federal agencies are directed by law to purchase specified products that meet or exceed guidelines for recycled content-30% recycled content mandatory)

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AFFIRMATIVE PROCUREMENT

- **Environmental Protection Agency (EPA)**
  - **Per Regulations Cardholders Must Buy Designated Items That Meet or Exceed the US EPA Standards for Recycled Products**
    - **Products Include:**
      - ✓ Construction Products
      - ✓ Landscaping Products
      - ✓ Paper/Paper Products
      - ✓ Park & Recreation Products
      - ✓ Transportation Products
      - ✓ Vehicular Products
      - ✓ Misc. Products

http://www.epa.gov

AFFIRMATIVE PROCUREMENT (con't.)

Where can these products be found?

- Government Supply Sources – GSA, DLA, UNICOR, JWOD, Government Printing Office, and designated commercial vendors;
- GSA-CSC web site @http://www.fss.gsa.gov
- Do an advance search on-line with GSA Advantage @ http://www.fss.gsa.gov/ for a list of recycled products
- On-line resource for buyers of environmentally friendly products @GreenOrder.com
- EPA guide "Tips for Buying Green with the Government Credit Card" and GSA's *Environmental Product and Service Guide* provides current information on environmentally friendly products and is available @http://pub.fss.gsa.gov/environ.

For Information: www.epa.gov/cpg

Cardholder's responsibility is to be familiar with EPA designated items, and purchase products that meet or exceed the guidelines

SECTION 508 – IT PURCHASES

Effective 01 April 2005, IAW Defense Procurement and Acquisition Policy, all purchases of Electronic and Information Technology (E&IT) must be compliant with the requirements of Section 508.

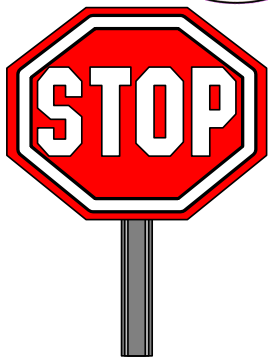
Section 508 was enacted to eliminate barriers in information technology, to make available new opportunities for people with disabilities, and to encourage development of technologies that will help achieve these goals.

NOTE: E&IT includes computers, fax machines, copiers, telecommunications, software, and similar procedures, services, and related resources.

Previously these requirements had been waived for micro purchases.

GPC PROHIBITIONS

GENERAL GPC PROHIBITIONS



- **Split Purchases.**
- **Payment for unauthorized commitments.**
- **Items or services that cannot be purchased with appropriated funds.**
- **Purchases made by individuals other than the authorized cardholder.**
- **Making purchases and returning them to the merchant for cash or merchant credit slips.**

GENERAL GPC PROHIBITIONS (UNAUTHORIZED PURCHASES)

- Cash advances, traveler checks, gift certificates
- Money Orders
- Telecommunication Services (DOIM)
- Rental Or Lease Of Land Or Buildings (DPW)
- Travel Related Purchases: Airlines, Restaurants, Hotels, Travel Tickets or Other Travel Costs (Use Travel Card)
- Fuel, Oil, Tires, Batteries, Maintenance of GSA Vehicles (Use GSA Fleet Card)
- Food Or Subsistence (Exceptions –obtain prior approval from your Resource Manager/Legal – document files with justification)
- Construction above $2,000
- Printing Or Copying Service (Except DAPS)
- Items or services that cannot be purchased with appropriated funds, e.g. gifts and/or mementos

PRE-APPROVALS - PURCHASES

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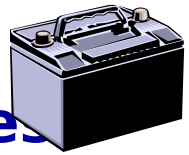
PRE-APPROVAL REQUIREMENTS

- **Prior approval required, in accordance with local and Command Policies, for the following:**
  - ✓ - Chemicals/Hazardous materials
  - ✓ - Duplicating Equipment
  - ✓ - Audio/Visual Equipment
  - ✓ - ADP Equipment
  - ✓ - Construction up to $2,0
  - ✓ - Books/subscriptions
  - ✓ - Training
  - ✓ - Cellular telephones
  - ✓ - Sustainment items, i.e. weapons, repair parts, ammunition

- **Additional items may be identified**

PRE-APPROVAL REQUIREMENTS

- **Installation Property**
  - **Property Book Officer**
- **Chemicals /Paints/Hazardous Materials**
  - **HAZMAT Control Center**
- **Batteries**
  - **Units turn in all used batteries**

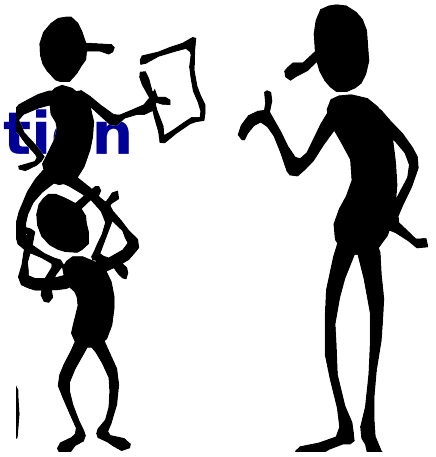


- **Bottled Water**
  - **Medical Officer- no potable water**

- **Printing Services**
  - **DAPS mandatory source for all printing/ reproduction services.**

PRE-APPROVAL REQUIREMENTS

- **IT/Audio/Visual Equipment**
  - –G-6
- **Rental Vehicles**
  - –TMP
- **Construction up to $2,000**
  - – DPW
- **Training**
  - - Training Officer – appointed position
- **IAW Agency Procedures**
  - - Approving Official



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MERCHANT CATEGORY CODES BLOCKED

MERCHANT CATEGORY CODES

Contract Excluded Transactions :

- ✓ 4829 Wire Transfer-Money Orders
- ✓ 5960 Direct Marketing Insurance Services
- ✓ 6010 Financial Institutions Manual Cash Advance
- ✓ 6011 Financial Institutions Automatic Cash Advance
- ✓ 6051 Non-Financial Institutions- Foreign Currency, Money Orders, Travelers Checks
- ✓ 6211 Security Brokers/Dealers
- ✓ 6760 Savings Bonds
- ✓ 7012 Timeshares
- ✓ 7995 Betting, Casino Gaming Chips, Off-Track Betting
- ✓ 8651 Political Organizations
- ✓ 9211 Religious Organizations
- ✓ 9222 Court Costs, Alimony, Child Support
- ✓ 9223 Fines
- ✓ 9311 Bail and Bond Payments
- ✓ Tax Payments
- ✓ Government Loan Payments

MERCHANT CATEGORY CODES

Card Merchant Activity Type Controls

Standard Industry Classification (SIC) Codes are used to identify a Visa merchant's primary goods or services sold.

SIC Code	Description
5211	Lumber & other bldg. material dealers
5311	Department stores
5331	Variety stores
5399	Misc. general merchandise stores
5734	Computer & computer software stores

Like SIC codes are grouped together and are assigned an alpha letter called a Merchant Category Code (MCC).

MCC	Description	SIC Combinations
J	Discount/Department/Variety Stores, Misc. General Mdse., Duty Free Stores	5300, 5309-5311, 5331, 5399
K	Misc. & Specialty Retail Stores, Lumber/Hardware, Lawn/Garden…….	5047, 5211, 5732-5735, 9402…..

MCC alpha letters are combined and assigned a specific number called a Merchant Activity Type (MAT) Code and is required for each Cardholder Account set-up.

MAT Code	MCC Combinations
0690	HIJ KMNOPQRTU
0094	KLOU

MERCHANT CATEGORY CODES

Overview of Merchant Activity Controls

- Each GPC has built in unique controls to limit purchases with certain merchant types based on selected SIC/MCC/MAT* codes
- Each Visa merchant is assigned a single SIC/MCC code that best represents the type of goods or services sold
- This allows U.S. Bank to verify that the Cardholder is permitted to make purchases at that type of merchant

  * Standard Industry Classification/Merchant Category Code/Merchant Activity Type

- U.S. Bank groups SIC/MCC codes based on common goods, services and types of business known as Merchant Category Codes
- Each SIC/MCC group is assigned an alpha letter
- Any combination of SIC/MCC alpha groupings can be established to create the three-digit Merchant Activity Type code that best meets the purchasing needs of each Cardholder

TAX RELIEF FORM
GERMANY

GPC
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ABWICKLUNGSSCHEIN TAX RELIEF (VAT) FORMS

German Tax Relief (VAT) Form, "ABWICKLUNGSSCHEIN", is required to have the 19% value added taxed deducted at the time of purchase.

To determine price without the value added tax:

EURO PRICE minus 19% = TAX FREE EURO PRICE

EURO PRICE minus TAX FREE EURO PRICE = TAX AMOUNT

(BOTH AMOUNTS WILL BE NEEDED TO COMPLETE THE VAT FORM)

WHERE TO GET MORE ABWICKLUNGSSCHEIN'S

Purschke + Hensel
Kanalstrasse 7
12357 Berlin
Phone: 030-6609010
Fax: 030-66931199 or 030-660901-11
email: purschke-hensel@t-online.de
VISA Card (GPC) will be accepted

FORMS		EURO
50		18.40
100	30.70	
500	121.75	
1000	230.00	

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ABWICKLUNGSSCHEIN
TAX RELIEF (VAT) FORMS

Abwicklungsschein

für abgabenbegünstigte Lieferungen / Leistungen nach dem
for supplies / services under tax-relief according to
pour fournitures / prestations bénéficiant d'un régime préférentiel en matière de droits et impôts dans le cadre de la

[ ] 1) NATO-Truppenstatut und dem Zusatzabkommen
NATO-Status of Forces Agreement and Supplementary Agreement thereto
Convention OTAN sur le Statut des Forces et de l'Accord Complémentaire

[ ] 1) Offshore-Steuerabkommen
Tax Agreement on Relief to be Accorded to United States Defense Expenditures

[ ] 1) Protokoll über die NATO-Hauptquartiere und dem Ergänzungsabkommen
Protocol on NATO-Headquarters and Supplementing Agreement thereto
Protocole sur les Quartiers Généraux de l'OTAN et de l'Accord supplémentaire

1. Ausfertigung für Zwecke der Umsatzsteuer	**1 st copy** *for turnover tax purposes*	**1 er exemplaire** *en vue de l'impôt sur le chiffre d'affaires*

1. Lieferschein — *Delivery Certificate — Certificat de livraison*

Name und Anschrift des Lieferers / Leistenden *)
Name and address of supplier
Nom et adresse du fournisseur
NAME/ADDRESS OF VENDOR

Datum und Nr. des Vertrages / Auftrages
Date and No of the contract / order
Date et No du marché / de la commande
DATE/ORDER NUMBER OR WRITE "IMPAC"

Name und Anschrift der amtlichen Beschaffungsstelle
Name and address of official procurement agency
Nom et adresse du service d'achat officiel
UNIT NAME/ADDRESS

Name und Anschrift der Empfangsdienststelle
Name and address of receiving agency
Nom et adresse du service réceptionnaire
UNIT NAME/ADDRESS

Datum der Lieferung/Leistung *) 2) *Date of delivery / service *) 2)* *Date de la livraison / prestation *) 2)*	**Genaue Benennung der Waren oder Leistungen 2) in** *Exact description of goods or services 2) in* *Désignation exacte des marchandises ou prestations 2) en* a) deutsch. Sprache *(German-allemand)* b) engl. bzw. franz. Übersetzung *(English or French translation-traduction anglaise ou française)*	**Nr. des Warenverzeichnisses** für die Außenhandelsstatistik 4) *No of Commodity Classification for Foreign Trade Statistics 4)* *No de la nomenclature pour la statistique du commerce extérieur 4)*	**Warenmenge in** *Quantity of goods in* *Quantité des marchandises en* anderen als metrischen Maßen und Gewichten (gem. Vertrag) 4) 5) *measurements other than metric units (according to contract) 4) 5)* *poids et mesures autres qu'unités métriques (suivant le contrat) 4) 5)*	metrischen Maßen und Gewichten 4) 5) *measurements in metric units 4) 5)* *poids et mesures en unités métriques 4) 5)*	**Preis 7) in ausländischer Währung/D-Mark *)** *Price 7) in foreign currency/D-Marks *)* *Prix 7) en monnaie étrangère/en D-Mark *)*
1	2	3	4	5	6
DATE	NAME OF ITEM		QUANTITY	UNITS	PRICE

Gesamtbetrag in ausländischer Währung / D-Mark *)
*Total amount in foreign currency / D-Marks *)*
*Montant total en monnaie étrangère / en D-Mark *)*
TOTAL AMOUNT - VENDOR WILL COMPLETE

DATE
(Datum — *Date — Date*)

VENDOR'S OFFICIAL STAMP/SIGNATURE
(Firmenstempel und rechtsverbindliche Unterschrift)

GPC
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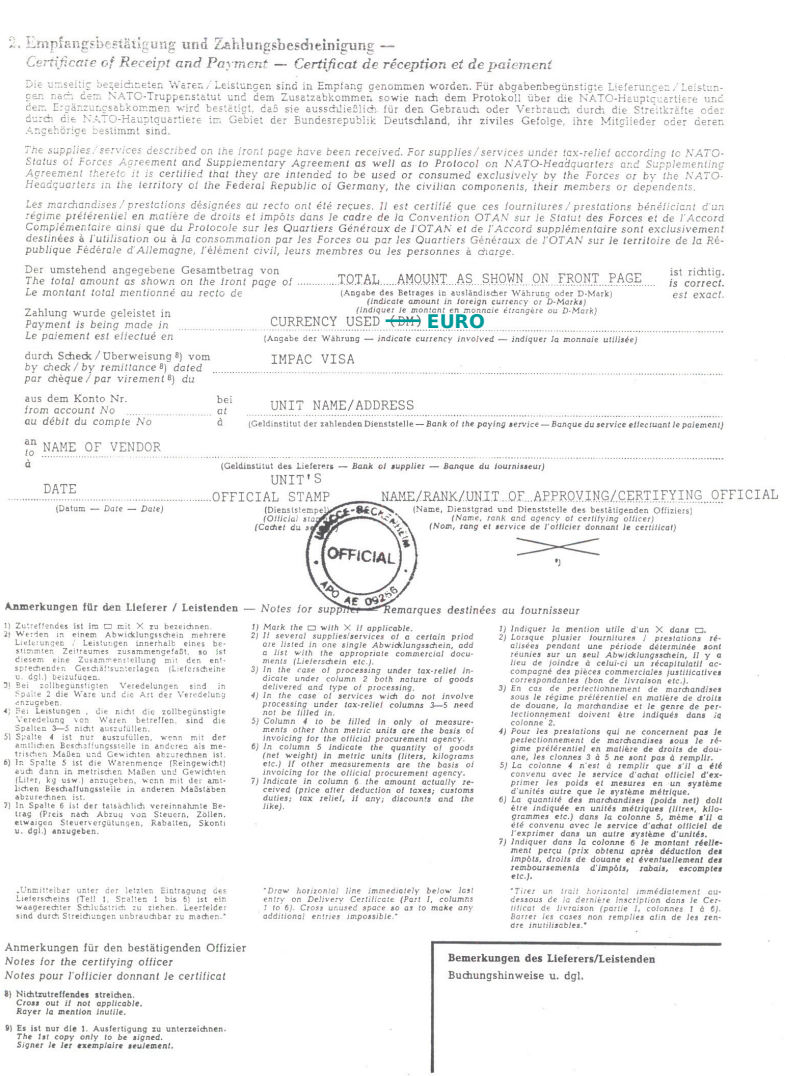
ABWICKLUNGSSCHEIN TAX RELIEF (VAT) FORMS



2. Empfangsbestätigung und Zahlungsbescheinigung —
Certificate of Receipt and Payment — Certificat de réception et de paiement

Die umseitig bezeichneten Waren / Leistungen sind in Empfang genommen worden. Für abgabenbegünstigte Lieferungen / Leistungen nach dem NATO-Truppenstatut und dem Zusatzabkommen sowie nach dem Protokoll über die NATO-Hauptquartiere und dem Ergänzungsabkommen wird bestätigt, daß sie ausschließlich für den Gebrauch oder Verbrauch durch die Streitkräfte oder durch die NATO-Hauptquartiere im Gebiet der Bundesrepublik Deutschland, ihr ziviles Gefolge, ihre Mitglieder oder deren Angehörige bestimmt sind.

The supplies / services described on the front page have been received. For supplies / services under tax-relief according to NATO-Status of Forces Agreement and Supplementary Agreement as well as to Protocol on NATO-Headquarters and Supplementing Agreement thereto it is certified that they are intended to be used or consumed exclusively by the Forces or by the NATO-Headquarters in the territory of the Federal Republic of Germany, the civilian components, their members or dependents.

Les marchandises / prestations désignées au recto ont été reçues. Il est certifié que ces fournitures / prestations bénéficiant d'un régime préférentiel en matière de droits et impôts dans le cadre de la Convention OTAN sur le Statut des Forces et de l'Accord Complémentaire ainsi que du Protocole sur les Quartiers Généraux de l'OTAN et de l'Accord supplémentaire sont exclusivement destinées à l'utilisation ou à la consommation par les Forces ou par les Quartiers Généraux de l'OTAN sur le territoire de la République Fédérale d'Allemagne, l'élément civil, leurs membres ou les personnes à charge.

Der umstehend angegebene Gesamtbetrag von ..... TOTAL AMOUNT AS SHOWN ON FRONT PAGE ..... ist richtig.
The total amount as shown on the front page of (Angabe des Betrages in ausländischer Währung oder D-Mark) *is correct.*
Le montant total mentionné au recto de (indicate amount in foreign currency or D-Marks) (indiquer le montant en monnaie étrangère ou D-Mark) *est exact.*

Zahlung wurde geleistet in ..... CURRENCY USED ~~(DM)~~ EURO .....
Payment is being made in
Le paiement est effectué en (Angabe der Währung — *indicate currency involved — indiquer la monnaie utilisée*)

durch Scheck / Überweisung [8]) vom ..... IMPAC VISA .....
by check / by remittance [8]) dated
par chèque / par virement [8]) du

aus dem Konto Nr. ..... bei ..... UNIT NAME/ADDRESS .....
from account No *at*
au débit du compte No *à* (Geldinstitut der zahlenden Dienststelle — *Bank of the paying service — Banque du service effectuant le paiement*)

an ..... NAME OF VENDOR .....
to
à (Geldinstitut des Lieferers — *Bank of supplier — Banque du fournisseur*)

DATE ..... UNIT'S OFFICIAL STAMP ..... NAME/RANK/UNIT OF APPROVING/CERTIFYING OFFICIAL .....
(Datum — *Date — Date*) (Dienststempel) (Name, Dienstgrad und Dienststelle des bestätigenden Offiziers)
(Official stamp) *(Name, rank and agency of certifying officer)*
(Cachet du service) *(Nom, rang et service de l'officier donnant le certificat)*

OFFICIAL

*)

Anmerkungen für den Lieferer / Leistenden — *Notes for supplier — Remarques destinées au fournisseur*

1) Zutreffendes ist im ☐ mit × zu bezeichnen.
2) Werden in einem Abwicklungsschein mehrere Lieferungen / Leistungen innerhalb eines bestimmten Zeitraumes zusammengefaßt, so ist diesem eine Zusammenstellung mit den entsprechenden Geschäftsunterlagen (Lieferscheine u. dgl.) beizufügen.
3) Bei zollbegünstigten Veredelungen sind in Spalte 2 die Ware und die Art der Veredelung anzugeben.
4) Bei Leistungen, die nicht die zollbegünstigte Veredelung von Waren betreffen, sind die Spalten 3—5 nicht auszufüllen.
5) Spalte 4 ist nur auszufüllen, wenn mit der amtlichen Beschaffungsstelle in anderen als metrischen Maßen und Gewichten abzurechnen ist.
6) In Spalte 5 ist die Warenmenge (Reingewicht) auch dann in metrischen Maßen und Gewichten (Liter, kg usw.) anzugeben, wenn mit der amtlichen Beschaffungsstelle in anderen Maßstäben abzurechnen ist.
7) In Spalte 6 ist der tatsächlich vereinnahmte Betrag (Preis nach Abzug von Steuern, Zöllen, etwaigen Steuervergütungen, Rabatten, Skonti u. dgl.) anzugeben.

„Unmittelbar unter der letzten Eintragung des Lieferscheins (Teil 1, Spalten 1 bis 6) ist ein waagerechter Schlußstrich zu ziehen. Leerfelder sind durch Streichungen unbrauchbar zu machen."

1) *Mark the ☐ with × if applicable.*
2) *If several supplies/services of a certain priod are listed in one single Abwicklungsschein, add a list with the appropriate commercial documents (Lieferschein etc.).*
3) *In the case of processing under tax-relief indicate under column 2 both nature of goods delivered and type of processing.*
4) *In the case of services with do not involve processing under tax-relief columns 3—5 need not be filled in.*
5) *Column 4 to be filled in only of measurements other than metric units are the basis of invoicing for the official procurement agency.*
6) *In column 5 indicate the quantity of goods (net weight) in metric units (liters, kilograms etc.) If other measurements are the basis of invoicing for the official procurement agency.*
7) *Indicate in column 6 the amount actually received (price after deduction of taxes; customs duties; tax relief, if any; discounts and the like).*

"Draw horizontal line immediately below last entry on Delivery Certificate (Part 1, columns 1 to 6). Cross unused space so as to make any additional entries impossible."

1) *Indiquer la mention utile d'un × dans ☐.*
2) *Lorsque plusier fourniturers / prestations réalisées pendant une période déterminée sont réunies sur un seul Abwicklungsschein, il y a lieu de joindre à celui-ci un récapitulatif accompagné des pièces commerciales justificatives correspondantes (bon de livraison etc.).*
3) *En cas de perfectionnement de marchandises sous le régime préférentiel en matière de droits de douane, la marchandise et le genre de perfectionnement doivent être indiqués dans la colonne 2.*
4) *Pour les prestations qui ne concernent pas le perfectionnement de marchandises sous le régime préférentiel en matière de droits de douane, les clonnes 3 à 5 ne sont pas à remplir.*
5) *La colonne 4 n'est à remplir que s'il a été convenu avec le service d'achat officiel d'exprimer les poids et mesures en un système d'unités autre que le système métrique.*
6) *La quantité des marchandises (poids net) doit être indiquée en unités métriques (litres, kilogrammes etc.) dans la colonne 5, même s'il a été convenu avec le service d'achat officiel de l'exprimer dans un autre système d'unités.*
7) *Indiquer dans la colonne 6 le montant réellement perçu (prix obtenu après déduction des impôts, droits de douane et éventuellement des remboursements d'impôts, rabais, escomptes etc.).*

"Tirez un trait horizontal immédiatement au-dessous de la dernière inscription dans le Certificat de livraison (partie 1, colonnes 1 à 6). Barrez les cases non remplies afin de les rendre inutilisables."

Anmerkungen für den bestätigenden Offizier
Notes for the certifying officer
Notes pour l'officier donnant le certificat

8) **Nichtzutreffendes streichen.**
Cross out if not applicable.
Rayer la mention inutile.

9) **Es ist nur die 1. Ausfertigung zu unterzeichnen.**
The 1st copy only to be signed.
Signer le 1er exemplaire seulement.

Bemerkungen des Lieferers/Leistenden
Buchungshinweise u. dgl.

GPC
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CARDHOLDER – ACTION AFTER PURCHASE IS MADE

CARDHOLDER – AFTER ACTION

1. Create a monthly folder for documentation in support of GPC transactions. File should include: quotes, order forms, receipts, delivery tickets, invoices, receiving report, and other documentation.
2. Label the folder with the date of the monthly statement that will include those transactions. For example: Transactions made between July 20 and Aug 19 will appear on the statement dated Aug 19. Therefore the label would read: "GPC Aug 20XX."
3. Keep the folder in a secure location – do not compromise your GPC number.
4. Enter transaction in the C.A.R.E. Transaction Log – include all required information immediately after completing the purchase.
5. Enter transaction in the Bulk Funding Log – keeping track of monies available.

CARDHOLDER – AFTER ACTION

6. As items are received, mark the corresponding log entry (C.A.R.E.) as “received” and include the date.
7. File all invoices and purchasing documentation in the cycle folder prepare in Step 1.
8. If invoices and/or receipts are missing, copies must be obtained from the merchant.
9. If you obtained competitive quotes, the quotes should be placed in the cycle folder with the invoice.
10. If you choose other than the lowest quote, you must document your determination that the price was reasonable.

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CARDHOLDER –PARTIAL SHIPMENT

If you received a partial shipment:

a. In C.A.R.E. 'Reconcile' the item using your log entry

b. After reconciling, add to the 'Comments' box a statement that a partial shipment was received and that $XX.XX are still due for delivery.

c. Select the 'Save log' button to save your comment.

d. The amount of the transaction and your log entry 'Reconciled' to the transaction will not match. **Do not** change the amount from your log entry. It remains as a record of your original order.

e. Go to your 'Transaction Log.'

f. Make a 'New Entry' in the Transaction Log for the amount that is still due from your original order.

g. In the 'Comments' box, add that this is the 'Remaining shipment due from order placed XX/XX/XX, or order number XX.'

CARDHOLDER - DOCUMENTATION

Full, accurate, and complete documentation provides:

- Complete support for each transaction.
- An audit trail of what the taxpayer's and patron's dollars are paying for and why.
- ***Protects the Cardholder and Approving/Certifying Officer from suspicion of wrongdoing.***
- Is required by regulation.
- Is the responsibility of the Cardholder to create and maintain supporting documentation throughout the billing cycle.
- The A*pproving/Certifying Officer* is responsible for ensuring all required documentation is present and ***sufficient to support the transaction.***

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C.A.R.E. TRANSACTION LOG

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THE C.A.R.E TRANSACTION LOG

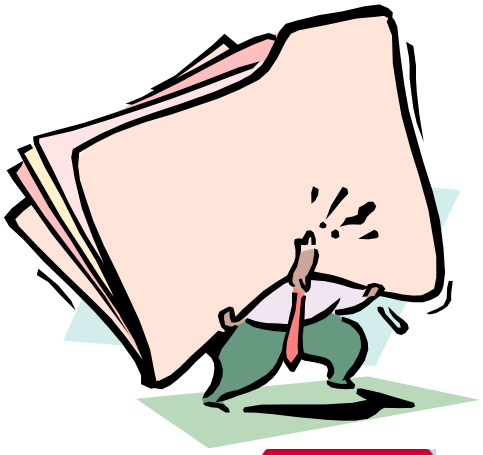
WHAT ENTRIES ARE REQUIRED?

- **GENERALLY, ALL THE ESSENTIAL INFORMATION TO IDENTIFY YOUR PURCHASE.**
  - **TRANSACTION DATE***
  - **DATE OF ITEM/SERVICE WAS RECEIVED OR IS EXPECTED**
  - **TRANSACTION AMOUNT***
  - **DOLLAR AMOUNT (IF PURCHASE IS IN FOREIGN CURRENCY, DIVIDE BY DAILY RATE**
  - **NAME OF VENDOR OR FIRM***
  - **DETAILED DESCRIPTION OF PURCHASE* (PROVIDE COMPREHENSIVE DESCRIPTION)**
  - **INDICATE IF PURCHASE UNDER ENTERPRISE SOFTWARE INITIATIVE OR ENTER WAIVER DATA OR WHY WAIVER WAS NOT OBTAIN**
- **FOR HIGH DOLLAR, PROPERTY BOOK; OR UNUSUAL PURCHASE ITEMS, COMPLETE ALL REQUIRED FIELDS IN LOG DETAIL AND LOG LINE ITEM DETAIL**

THE C.A.R.E TRANSACTION LOG (cont)

- **FOR THE ACCOUNTABLE PURCHASES' BLOCK:**

  THE "AUTHORIZATION" IN LOG DETAIL SHOULD SHOW THE AUTHORIZATION CODE PROVIDED BY THE APPROVING AUTHORITY



C.A.R.E. TRANSACTION LOG AFTER YOUR PURCHASE(CON'T)

- Transactions entered in the purchase log, but not appearing in the current billing cycle, will remain in the transaction log until the purchase is listed under the transaction tab. If the transaction is not listed the transaction tab within two weeks follow up with the vendor

- If you have a late submission of a transaction, it will curtail spending amount in month it posted in transactions by the bank.

NOTE: The completion of the transaction log in C.A.R.E. is MANDATORY per DoD Instruction and AR-715-xx. Failure to do so will cause your account to be closed.

SURVEILLANCES – MANAGEMENT CONTROLS

SURVEILLANCES

Audits of Cardholders and Billing Officials accounts will be performed as a scheduled audit or on a no notice audit.

Annually - for cards SPL $3,000 and less.

Twice a year - for cards over $3,000 up to $25,000.

MANAGEMENT CONTROLS

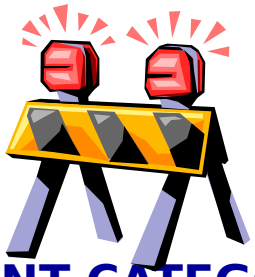
MONETARY LIMITATIONS

Two types of monetary controls are applied to GPC accounts by the APC at the time account is established:

- **Cardholder: Single Purchase Limit (maximum) per Transaction.**
- **Cardholder & Billing Official: Monthly Purchase Limit is the cumulative dollar limit for all purchases within the billing cycle.**

TRANSACTION LIMITATIONS

- **Number of transactions allowed (daily, monthly, etc.) may be restricted.**



MERCHANT CATEGORY RESTRICTIONS

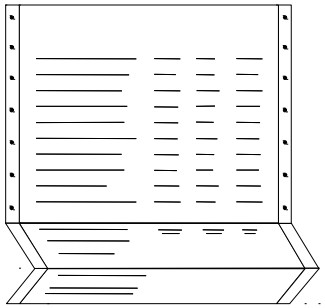
DoD/US Bank policy restricts purchase from suppliers coded in specific categories, or "Merchant Category Code" *blocking.* Some examples are; Pawn Shops, Jewelry Store, Financial Institutions, Casinos, Political Organizations. APC may further restrict Merchant Categories available for Cardholder use, as required.

Card controls ensure GPC is used with authorized "types" of suppliers and within specific "purchasing parameters".

CARDHOLDER RULES

- Cardholder cannot delegate purchase card authority
- Cardholder cannot buy and receive as end user
- Cardholder cannot loan their card to others – Keep it secure
- Cardholder cannot purchase if illegal or without proper or sufficient funds
- Cardholder cannot use [illegible]SH withdrawals

APPROVING OFFICIAL'S RESPONSIBILITIES



AO ensures that purchases:

- ✓ Are correct and fulfill mission requirements
- ✓ Do not exceed spending limits
- ✓ Are not for personal use
- ✓ Are not prohibited by law or regulation
- ✓ Have not been split into smaller segments to stay under the micro purchase threshold
- ✓ Maintains files for six years and three months

SEPARATION OF DUTIES

Separation of duties preclude:

- ✓ Attempts at fraud
- ✓ Improper usage of the GPC

Key duties such as:

- ➢ Cardholder
- ➢ Billing/Certifying Official
- ➢ Resource Manager
- ➢ Property Book Officers

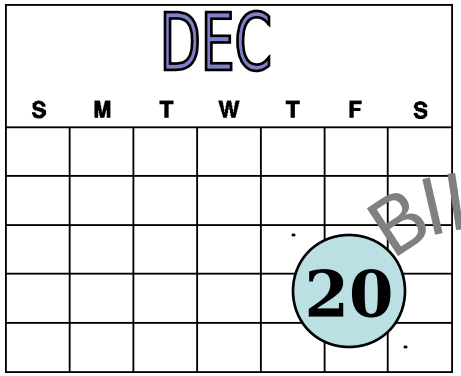
<u>Will be assigned to different people.</u>

Hand Receipt Holders <u>can not</u> make purchases for themselves.

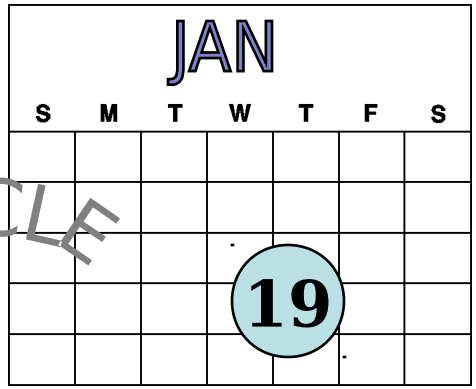
BILLING CYCLE

GPC
RCO

BILLING CYCLE



BILLING CYCLE



TRANSACTIONS BEGIN ON 20th OF THE MONTH THROUGH THE 19th OF THE FOLLOWING MONTH (EXCEPTION: WEEKENDS AND HOLIDAYS)

THE BILLING CYCLE

Billing Cycle closes on 19th day of month

Cardholder reconciles transactions & approves statement - - - - - - - - - - - NLT Day 3

Billing Official certifies billing statements for payment - - - - - - - - NLT Day 5

This includes 3 days for cardholders

Documentation forward to RM (if applicable) - - - - - - - - - NLT Day 3

Receipt by DFAS -- - - - - - - - - -------- - NTL Day 5

If the billing account statement is certified late, then a late penalty fee is assessed to the BO account and will be paid from unit budget.

GPC
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SUSPENSION POLICY

IAW DoD policy, U.S. Bank will automatically suspend Billing Official accounts when any of the following conditions exist:

- **Account over 60 days past due (90 days after the billing date). Suspension of Billing Account suspends ALL attached Cardholders and revokes all purchasing privileges for the Billing Official until the delinquent payment posts at the bank.**
- **Account over 180 days past due (210 days after the billing date) will result in the entire installation's GPC program suspension**

Suspension is controlled by U.S. Bank. Accounts will be closed permanently if more than two suspensions occur within a 12-month period.

PAY AND CONFIRM

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PAY AND CONFIRM

The Army has adopted the policy of certifying invoices for payment before all items submitted for payment may have been received. This procedure has been called "**Pay and Confirm**".

Each **Billing Official shall establish** a system to flag and track all transactions that have been certified for payment without proof of rece[illegible]ptance.

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PAY AND CONFIRM

1. Defense Finance and Accounting Service (DFAS) pays amount certified by the Billing Official

2. U.S. Bank will resolve disputes within 60
days

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FILE DOCUMENTATION

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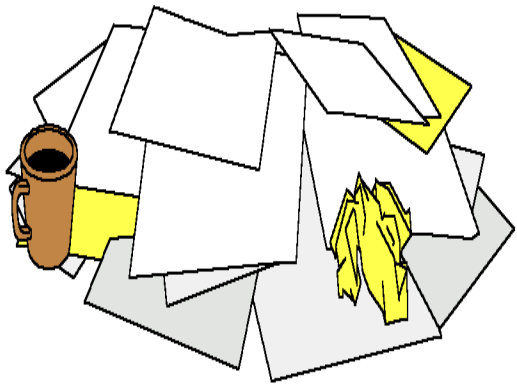
REQUIRED PURCHASE DOCUMENTS

- ✓ Purchase Requests w/ required approvals
- ✓ Certified funding document; Bulk Funding Log
- ✓ Sales Slips, Charge slips, Invoices
- ✓ Fair and Reasonable Determination
- ✓ Receiving Report
- ✓ Property Book accountability
- ✓ Memo for Record



Files subject to audit --
AAA, IG, IRACO
DOC, CID

GPC
RCO

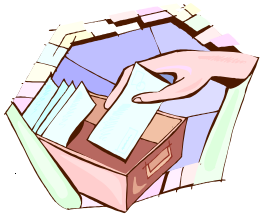
CARDHOLDER FILE/RECORDS

FILES:

- ✓ **Delegation of Authority & Amendments**
- ✓ **Training Certificates**
- ✓ **Transaction Verification: Register Receipt (itemized) , Invoice, Packing Slip, etc.**
- ✓ **Hand Receipt Document**
- ✓ **Identify Disputed Transactions & maintain CSQI (for non-EDI accounts)**
- ✓ **Coordination/Approval Documents i.e. Property Book Item, ADPE, etc.**

C.A.R.E. Transaction Log

- **Record description of item purchased**
- **Annotate hand receipts issued as required**
- **Annotate "Special Requirements" Coordination/Approval in "comments" field**
- **Reconcile C.A.R.E. Transaction Log to posted transactions**
- ***Cardholder forwards purchase verification/documentation to Billing Official for "monthly" review at close of cycle.***



BILLING OFFICIAL FILE/RECORDS

FILES:

- ✓ **Appointment/Termination Record DD Form 577**
- ✓ **Memorandum of appointment issued by chief of contracting office - Acknowledge**
- ✓ **Cardholders' Procurement Authority Appointment Letters**
- ✓ **Training Certificates**
- ✓ **AR-715-xx/Guidance**
- ✓ **Copies of "review findings"**
- ✓ **Hardcopies of Purchase Files**

REVIEW:

- ✓ **Review Cardholder Transaction records by "electronic & manual" method on a monthly basis.**
- ✓ **See AR-715-xx, Appendix D. Review of Cardholder Account for Review Guidelines and Checklists.**
- ✓ **Perform annual review all Cardholders and maintain review findings to ensure Organization compliance.**

RETAIN FILES: 6 years 3 months from final payment in a secure cabinet

FILE RETENTION REVIEW

Who maintains the GPC files after monthly certification?

- The Billing Official/Certifying Official

How long do they maintain the files?

- The GPC files are kept for **six (6) years and three (3) months** per the Federal Acquisition Regulation (FAR) Part 4.805, Financial Management Regulation and the AR-715-xx, File Retention.

Where should the files be kept?

- The files should be kept in a secure cabinet with limited access.

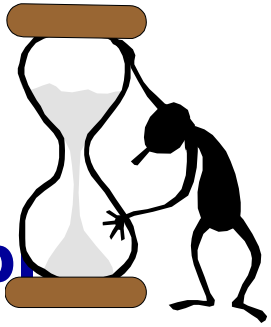
What should be kept in the purchase files?

- At a minimum: receipts, receiving reports, hand receipt, logs, invoices, delivery orders, and approvals, etc.

CARDHOLDER'S ACCOUNT RECONCILIATION PROCESS

CARDHOLDER STATEMENT OF ACCOUNT

Billing Cycle: 20th – 19th of Each Month

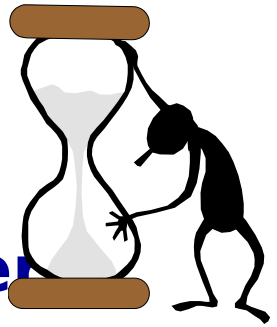


- **Cardholders transactions are available on the internet for review, approval, dispute and reallocation throughout the billing cycle.**

- **Cardholders must approve statement of account**

APPROVE TRANSACTIONS

- Transactions should be reconciled as they are posted in CARE. Cardholders can only approve the SOA if the following criteria are met:



  - ✓ the cycle date is unapproved
  - ✓ the current date is not 15 days after end of billing cycle (cardholder becomes locked out of previous billing cycle after 15 days, at that time only the billing official can reconcile and approve the cardholder's account.
  - ✓ there is no pending transactions on the Statement of Account (SOA)

- All transactions must be listed as approved or disputed by the end of the billing cycle.

UNAVAILABILITY OF CARDHOLDER

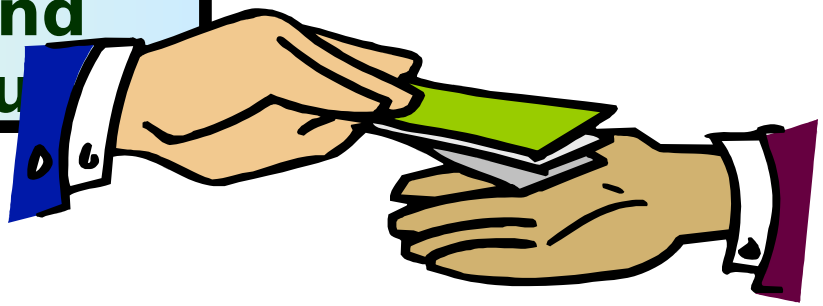
Primary/Alternate Approving Official:

- Act on behalf of the cardholder, review reconcile transactions and approve Cardholder's statement in the absence of the Cardholder.

- **Note:** Certification of Billing Statement Cannot Be Delayed for Any Reason Without Incurring Interest Penalt

CARDHOLDER ACCOUNT APPROVAL PROCEDURES

Reconcile or dispute transactions and approve Accou Statement



Forward Statement of Account and vendor receipts to Certifying Official

CERTIFYING OFFICIAL CERTIFICATION

GPC
RCO

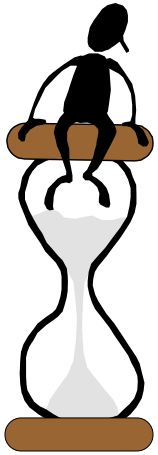
CERTIFYING OFFICIAL'S LIABILITY

- Billing/Certifying Official's are insurers of public funds, therefore, are fiduciarily obligated to ensure proper use of and expenditures under the GPC and are liable for erroneous payments.

- Ask for assistance before approving a purchase you have doubt about its propriety:
  - Activity fiscal attorney
  - Purchase Card Agency/Organization Program Coordinator
  - Financial Management Office

INVOICE CERTIFICATION

1. Billing account (Invoice) can only be certified after all cardholder's transactions and statements have been approved.



2. Certifying Official has the option of reconciling cardholder's transactions on behalf of the cardholder if cardholder's statement has not been approved.

3. By the 5th day after the close of the billing cycle the billing official must certify the payment.

- Note: Billing Cycle: 20th – 19th of Each

UNAVAILABILITY OF APPROVING OFFICIAL

- **Alternate Approving Official:** To act in the absence of primary Approving Official.

- **Billing Official:** Is responsible for notifying the APC after being terminated or reassign.

- **Note:** Certification of billing statement cannot be delayed for any reason without incurring interest penalties.

CERTIFYING OFFICIAL

- ✓Make sure that the transaction log is itemized by transactions.
- ✓Ensure transactions have been reconciled or disputed. If the cardholder statement has not been approved – You will not be able to certify. (feature button for approve will not be available).
- ✓DoD wants certification of invoice done within three days after cycle end.

PAYMENT PROCEDURES

- **Cardholder or Certifying Official acting on behalf of the cardholder approves the cardholder's account statement within 3 days after the close of the billing cycle**

- **AO certifies the Billing Official's account statement (invoice) for payment in C.A.R.E. Within 5 days after the close of the billing cycle**

DISPUTE PROCEDURES

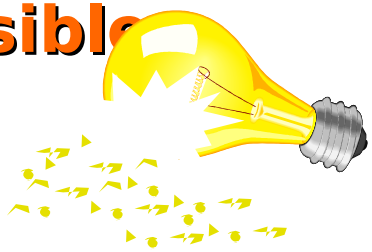
DISPUTE PROCEDURES

Dispute – Any billing discrepancies (except tax or shipping and handling charges) with the vendor that cannot be resolved between the cardholder and vendor

If a merchant refuses to replace or correct the faulty item, then the purchase of the item will be considered in dispute.

DUPLICATIVE, DEFECTIVE AND UNAUTHORIZED PURCHASES

Cardholder's responsibility to obtain replacement or correction of the item as soon as possible



- ✓Transaction must be disputed in C.A.R.E – EDI enabled accounts
- ✓Statement of Questioned Item form must be completed by cardholder – non EDI enable account

BASIS FOR DISPUTES

Items Disputable:

- Unrecognized – unauthorized charges
- Defective items
- Unauthorized charges
- Duplicate processing
- Merchandise/Service billed not received
- Merchandise returned and no credit received
- Merchandise paid for but not received

Items <u>not</u> Disputable:

- Taxes
- Foreign exchange rates
- Shipping and handling charges
- Convenience Checks
- Items shipped and accepted by New Cumberland

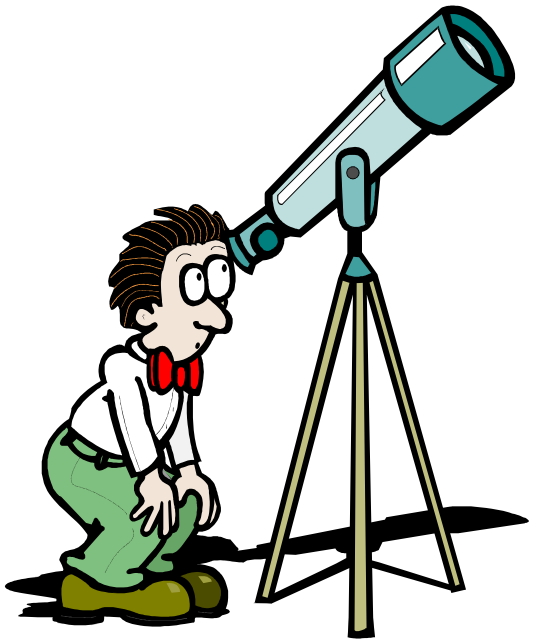
DELAYED DISPUTES PROCEDURES

30 days wasn't enough

Too Much Wasted Effort on Disputes That Started Too Early

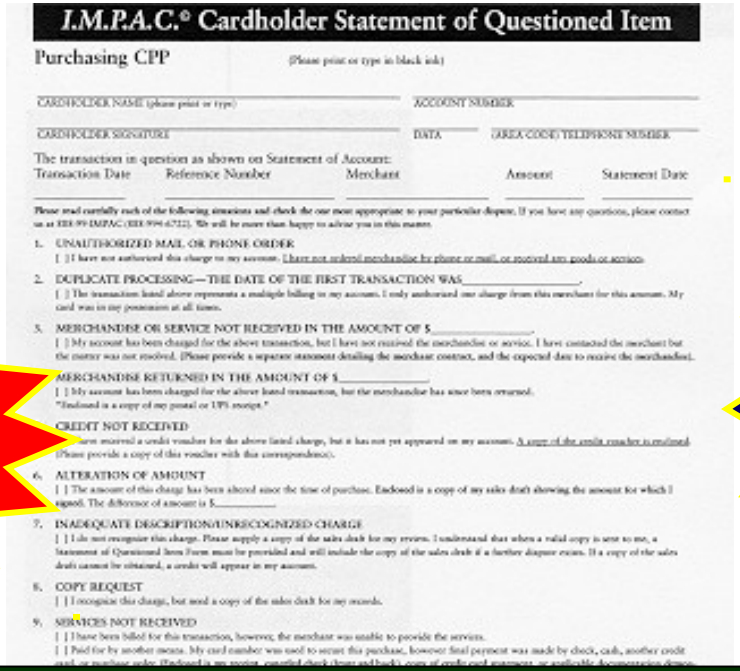
Initiate the dispute within the timeframe of 45 to 60 days after the purchase

MORE ON DISPUTE PROCEDURES



Cardholders Responsibility to track each disputed item to ensure dispute is finally validated or cleared

THE CARDHOLDER STATEMENT OF QUESTIONED ITEMS FORM (CSQI)



I.M.P.A.C.® Cardholder Statement of Questioned Item

Purchasing CPP (Please print or type in black ink)

CARDHOLDER NAME (please print or type) ACCOUNT NUMBER

CARDHOLDER SIGNATURE DATA (AREA CODE) TELEPHONE NUMBER

The transaction in question as shown on Statement of Account:

Transaction Date Reference Number Merchant Amount Statement Date

Please read carefully each of the following situations and check the one most appropriate to your particular dispute. If you have any questions, please contact us at 888-999-IMPAC (888-999-4722). We will be more than happy to advise you in this matter.

1. UNAUTHORIZED MAIL OR PHONE ORDER
[ ] I have not authorized this charge to my account. I have not ordered merchandise by phone or mail, or received any goods or services.

2. DUPLICATE PROCESSING—THE DATE OF THE FIRST TRANSACTION WAS_____.
[ ] The transaction listed above represents a multiple billing to my account. I only authorized one charge from this merchant for this amount. My card was in my possession at all times.

3. MERCHANDISE OR SERVICE NOT RECEIVED IN THE AMOUNT OF $_____.
[ ] My account has been charged for the above transaction, but I have not received the merchandise or service. I have contacted the merchant but the matter was not resolved. (Please provide a separate statement detailing the merchant contract, and the expected date to receive the merchandise).

4. MERCHANDISE RETURNED IN THE AMOUNT OF $_____.
[ ] My account has been charged for the above listed transaction, but the merchandise has since been returned.
"Enclosed is a copy of my postal or UPS receipt."

5. CREDIT NOT RECEIVED
I have received a credit voucher for the above listed charge, but it has not yet appeared on my account. A copy of the credit voucher is enclosed. (Please provide a copy of this voucher with this correspondence).

6. ALTERATION OF AMOUNT
[ ] The amount of this charge has been altered since the time of purchase. Enclosed is a copy of my sales draft showing the amount for which I signed. The difference of amount is $_____.

7. INADEQUATE DESCRIPTION/UNRECOGNIZED CHARGE
[ ] I do not recognize this charge. Please supply a copy of the sales draft for my review. I understand that when a valid copy is sent to me, a Statement of Questioned Item Form must be provided and will include the copy of the sales draft if a further dispute exists. If a copy of the sales draft cannot be obtained, a credit will appear in my account.

8. COPY REQUEST
[ ] I recognize this charge, but need a copy of the sales draft for my records.

9. SERVICES NOT RECEIVED
[ ] I have been billed for this transaction, however, the merchant was unable to provide the services.
[ ] Paid for by another means. My card number was used to secure this purchase, however final payment was made by check, cash, another credit card, or purchase order. (Enclosed is my receipt, cancelled check (front and back), copy of credit card statement, or applicable documentation dispute.

Must be completed!

After 45 days but, Within 60 Days!

Mailed or faxed to IMPAC Services along with a copy of the monthly statement

FEEDBACK FROM DISPUTES

After the cardholder files a dispute in CARE or submits CSQI

1. Bank sends letter to cardholder indicating an investigation has started.
2. **Bank sends letter saying the dispute has been resolved or that the original transaction was valid.**
3. If the cardholder disagrees, the letter is sent back indicating a problem remains and the cycle starts over.

DISPUTE PROCEDURES

Summary:

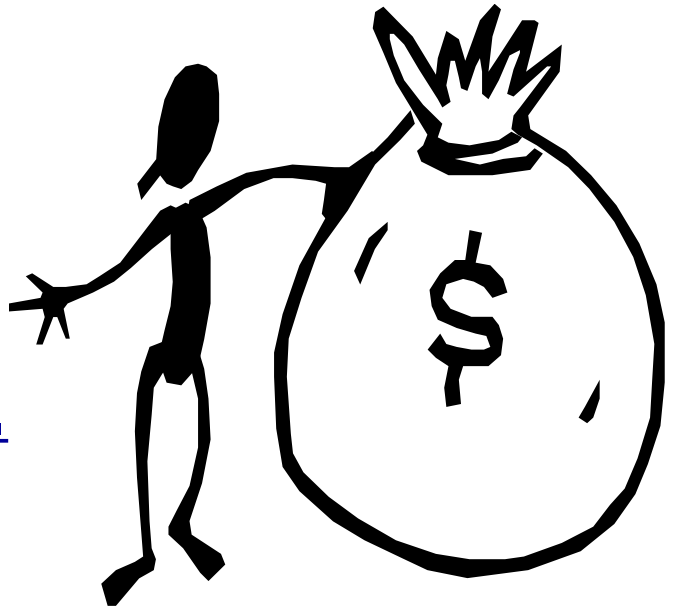
- Cardholder attempts to resolve dispute directly with Vendor
- Delay dispute process for items in transit “Billed but Not Received”
- Cardholders have 60 days from receipt of SOA to dispute a transaction
- The billing official is responsible for disputing transactions in the cardholders absence
- Summaries appear on the SOA

MANUFACTURE & BANK REBATES

MANUFACTURE REBATES

- **Rebates <u>are property of the U.S</u>. Government.**

- **Rebates checks shall be <u>made out to the U.S. TREASURY</u> and not to individuals.**



- **If property is offered in lieu of a rebate check, the property <u>belongs to the U.S. GOVERNMENT</u>.**

BANK REBATES

GPC use makes the Cardholder's Organization *eligible* to receive "performance-based" refunds or **REBATE**.

- ✓ <u>Rebate amounts are based/calculated on:</u>
  - (1) Billing Official Account Net Charge Volume
  - (2) Method of Payment: Electronic Funds Transfer versus Manual Payment
  - (3) Expedited Payment of Invoice
- ✓ Rebate is <u>issued by US Bank quarterly</u>.
- ✓ Rebate amount is applied directly to Cardholder account as credit and used to reduce any outstanding balance in the cardholder account. Credits exceeding cardholder expenditures are transferred to the billing account at the end of the billing cycle where they remain until refunded or transferred
- ✓ <u>Expedited PAYMENT procedure (electronic payment certification in C.A.R.E.) results in ***MAXIMUM* REBATE**!</u>

FRAUD RESPONSE PROCEDURES

FRAUD RESPONSE PROCEDURES

- ✓ U.S. Bank continually monitors accounts to prevent and halt fraud
- ✓ If fraud is suspected the Fraud Unit may contact the Cardholder
- ✓ Cardholders should closely review their monthly Statement of Account and promptly report suspected fraud (C/H has 60 days from cycle date to report fraud or fraud rights are lost)
- ✓ The Fraud Unit may send the Cardholder an affidavit which must be signed and promptly returned
- ✓ The current account may be closed and the Fraud Unit may request that the Cardholder mail the cut up card to U.S. Bank, Fraud Unit

FRAUD RESPONSE PROCEDURES

- When reporting fraud, the Cardholder must provide the following information to the Fraud Unit:
  - The card account number
  - The date and dollar amount of the fraud transaction(s)
- The Cardholder should keep a log recording the names, dates, activities and discussions with the U.S. Bank Fraud Unit representatives
- The Cardholder should make note of the new account number (if established)
- The Cardholder should circle and write the word “fraud” next to the fraud transaction(s) on their Statement of Account and deduct those charges from the approved amount for payment
- The Cardholder should not dispute in C.A.R.E. or complete a Cardholder Statement of Questioned Item (CSQI) form for fraud transactions

FRAUD AND PENALTIES

FRAUD CASE - MILITARY

An O-4 military officer was convicted through General Court-Martial of various violations of the Uniform Code of Military Justice, to include, larceny, obstruction of justice, dereliction of duty, and wrongful disposition of military property. The individual was assigned as Officer in Charge of a detachment. The charges were as a result of an investigation that revealed that members of the detachment engaged in theft of Government property from the Defense Reutilization and Marketing Offices as well as the OIC charging property to the command Government Purchase Card for personal use. Sentencing under the UCMJ conviction was 5 days confinement and forfeiture of $1,000 in pay per month for 10 months.

FRAUD CASE - CIVILIAN

A supply technician pled guilty to a single count of theft of Government property in U.S. District Court and agreed to restitution in the amount of $29,053. Investigation revealed that the individual purchased a number of items for personal use, to include a motorcycle, with a Government issued purchase card. Investigation also revealed that the individual had altered documentation to substantiate the purchases in order to conceal the nature of the activity. Sentencing will be held at a later date and could include a maximum of 10 years imprisonment and a fine of $250,000.

EMERGING FRAUD CONCERNS

Phishing / Web-site Spoofing

A false e-mail solicitation representing a legitimate business requesting personal consumer data or account information.

POINTS OF CONTACT
USEFUL WEBSITES

GPC
RCO

POINTS OF CONTACT TELEPHONE/E-MAIL LISTING

US BANK

I.M.P.A.C.©

Government Services

P.O. Box 6350 Fargo, SD 58125-6350

Customer Service (24-7) - 1-800-227-6736

or 1-888-994-6722 **or Collect 24 hours a day – (701) 461 – 2232**

Fax – (701) 461-3466

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INFORMATION TECHNOLOGY POC

Information Management Equipment and Software
Computer Store/SCIA – Mannheim
Mandatory source for ALL IME and IT hardware products
https://wwwscia.5sigcmd.army.mil
Commercial phone: 0621-730-6523 DSN: 384-6523

Small Computer Program, FT Monmouth
***Mandatory source for ALL commercially available software purch**
Is not the same as computer store/SCIA
http://www.don-imit.navy.mil/esi

POC: Dee Wardle, DSN 987-6793,COMM (732) 427-6793,
Adelia.wardle@mail1.monmouth.army.mil, or Diane Grim, DSN 98
COMM (732) 427-6723, diane.grim@mail1.monmouth.army.mil

NOTE: If a hardware or software item is not available from the mandatory source listed above a waiver will be provided by the sourc

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PROCUREMENT REGULATIONS AND RELATED WEB SITES

FEDERAL ACQUISITION REGULATIONS (FAR)

http://farsite.hill.af.mil (select FAR from the menu)

FAR PART 8 Required Sources of Supply

FAR PART 13.301 Government Wide Commercial Purchase Card

FAR PART 25.7 Restricted Countries

DEFENSE FEDERAL ACQUISITION REGULATIONS (DFAR)

http://farsite.hill.af.mil (select DFARS from the menu)

DFAR 213.301 Government-wide Commercial Purchase Card

ARMY FEDERAL ACQUISITION REGULATIONS (AFAR)

http://farsite.hill.af.mil (select AFARS from the menu)

AFAR SUBPART 13.9 Government Purchase Cards

ARMY ELECTRONIC LIBRARY ON-LINE

http://books.army.mil (Army Regulations on-line)

GPC RCO

PROCUREMENT REGULATIONS AND RELATED WEB SITES

DOD Regulations

http://web7.whs.osd.mil

DOD 5500.7-r Joint Ethics Regulation (US Civilian Employees)

USAREUR Regulation 710-23 - Centralized Procurement of Commanders Coins in USAREUR - ***requires*** the use of the Base Operations Maintenance Center for procurement.

General Services Administration

http://www.fss.gsa.gov

GSA Advantage (shop and order from GSA on-line)

http://www.gsaAdvantage.gov

GERMAN FIRMS WITH GSA CONTRACTS

http://www.gsaelibrary.gsa.gov (SEARCH FOR

GPC
REO

USEFUL WEBSITES

http://purchasecard.saalt.army.mil/army/

ttp://purchasecard.saalt.army.mil/default.htm

https://care.usbank.com/

ps://www2.usbank.com/cgi_w2/cfm/impac/impac_login.

http://www.unicor.gov/

http://www.nish.org/

http://www.nib.org/

http://www.jwod.gov/jwod/index.html

s://www.gsaadvantage.gov/advgsa/main_pages/start_pa

US BANK POC

U.S. BANK – SERVICE

Customer Service

- ✓ Based in Fargo, North Dakota
- ✓ Available 24/7, 365 days a year at 800-227-6736 or 888-994-6722
- ✓ Responsible for:
  - ➢ Activating accounts
  - ➢ Providing account balances and status
  - ➢ Processing account closures or card replacement
  - ➢ Providing dispute status information, duplicate statement or lost report requests
  - ➢ Providing information on account transactions and declines
  - ➢ Processing account maintenance, such as, name, address or spending control changes
  - ➢ Receiving and processing calls regarding Cardholder reported fraud and lost or stolen cards
  - ➢ Resetting passwords
  - ➢ Suspend delinquent account

Invoice and Payment Services

- ➢ Invoice and payment reconciliation
- ➢ Problem solving and collection of delinquent accounts
- ➢ Receive and process Cardholder CSQI dispute forms

U.S. BANK –SERVICE

Fraud Prevention Unit

- ✓ Based in Fargo, North Dakota, available 5 a.m. – 9 p.m. CST M-F, 7 a.m. – 3:30 p.m. CST Sat. & Sun.
- ✓ Responsible for:
  - ➢ Establishing a case file and conducting an investigation of reported fraud
  - ➢ Monitoring accounts for suspected fraud
  - ➢ Establishing security and fraud prevention guidelines

Technical Support/Helpdesk

- ✓ Based in Fargo, North Dakota
- ✓ Responsible for providing:
  - ➢ C.A.R.E. technical support
  - ➢ Remote Access support
  - ➢ Access to Account Coordinators
  - ➢ Access to a 24 hour, IVR system, answering some questions and redirecting calls as needed

C.A.R.E

GPC
RCO

ADP REQUIREMENTS TO RUN C.A.R.E.

VERY IMPORTANT!!!

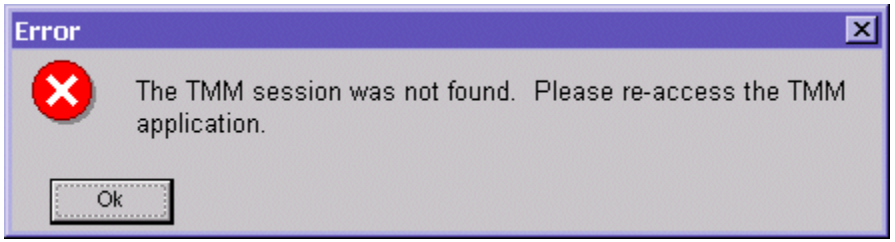
To run C.A.R.E. – you need:

- Pentium 120 MHz or higher
- 36 MB memory64 MB recommended to run reports Windows 95, 98, 2000 or NT
- Internet Explorer 4.1 (with server pack 1), 5.0 or Netscape Navigator 4.5 or higher
- Internet connectivity
- 128 Bit Encryption

IMO Support – Down Load JAVA Applets

ADP REQUIREMENTS TO RUN C.A.R.E.

You will see the error message below when the JAVAs are not up-to-date. Solution: call your IMO.



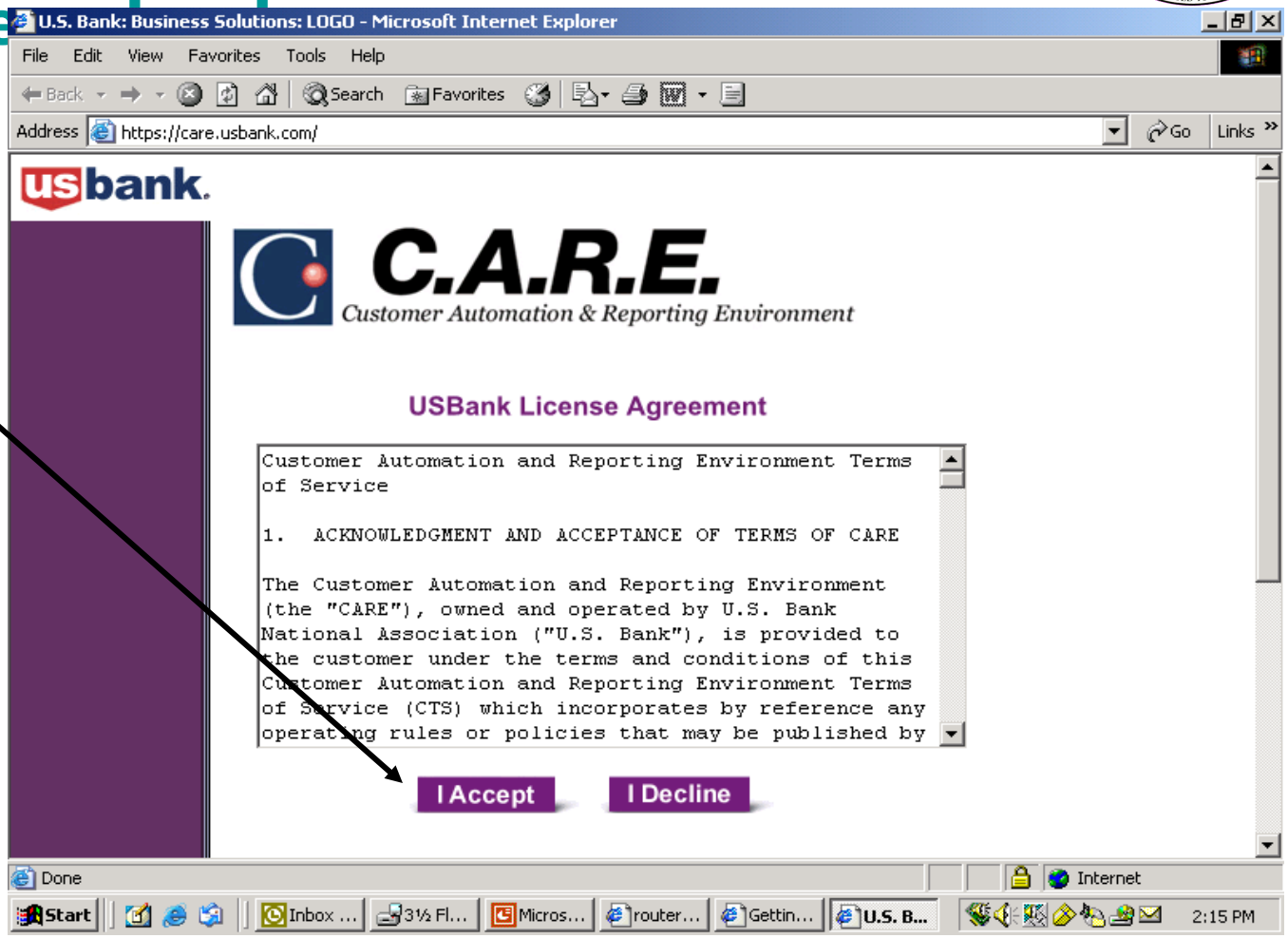
NOTE: This shows also when "timed out".

On Line Registration – C.A.R.E

https://care.usbank.com

WEBSITE:
https://care.usbank.com
To login, go to the above site and click on "I ACCEPT".

Note: Do not recommend book marking this page. Also do not forget the "s" in https as it is a secure site.


U.S. Bank: Business Solutions: LOGO - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://care.usbank.com/
Go Links
usbank.
C.A.R.E.
Customer Automation & Reporting Environment
USBank License Agreement
Customer Automation and Reporting Environment Terms of Service
1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF CARE
The Customer Automation and Reporting Environment (the "CARE"), owned and operated by U.S. Bank National Association ("U.S. Bank"), is provided to the customer under the terms and conditions of this Customer Automation and Reporting Environment Terms of Service (CTS) which incorporates by reference any operating rules or policies that may be published by
I Accept
I Decline
Done
Internet
Start
Inbox ...
3½ Fl...
Micros...
router...
Gettin...
U.S. B...
2:15 PM

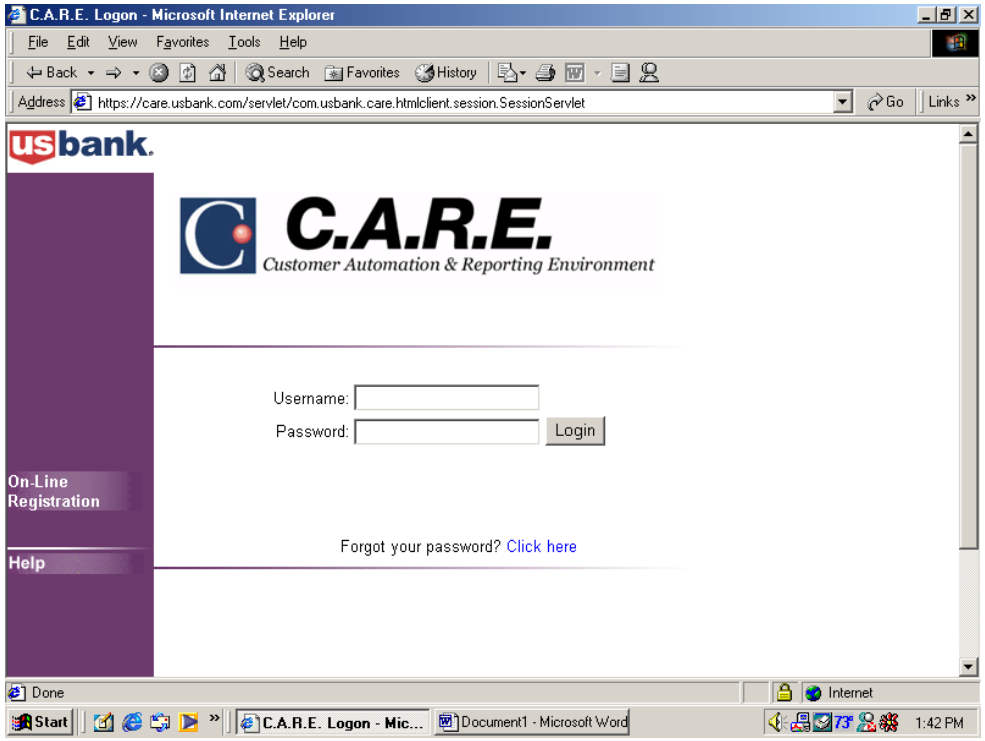
LOGIN TO C.A.R.E.

WEBSITE:
https://care.usbank.com
To login, go to the above site and click on "I ACCEPT".
Note: I do not recommend book marking this page and do not forget the "s" in https as it is a secure site.
You will now be at the login screen. This is the page you want to bookmark/add to your "favorites" on your browser.
You must enter your username and password. The first time you enter your password you will be prompted to change your password.

PASSWORD GUIDELINES:
- **Must be 8 - 12 characters with at least one numeric and no "wildcards" such as these @ # $ %.**
- **Logon ID's and passwords are not case sensitive**

CHANGE PASSWORD MONTHLY:
- **You will be required to change your password once a month.**

LOCKED OUT OF C.A.R.E.:
- **Three unsuccessful attempts**



C.A.R.E PASSWORDS Cardholders

- You create your user id and password through on-line registration at the C.A.R.E website with US Bank.
- C.A.R.E. Passwords will prompt to new password every 100 days.
- If you forget your password or deactivate your password, call 1-888-994-6722 and they will reset you in the system.
- Account holder must also call US Bank when the following message is received

“ERROR: The user status is considered inactive please contact a USB Admin to reactivate”.

C.A.R.E
CARDHOLDER

CARDHOLDER - WELCOME SCREEN

This is the next screen you will have. The following items are available.

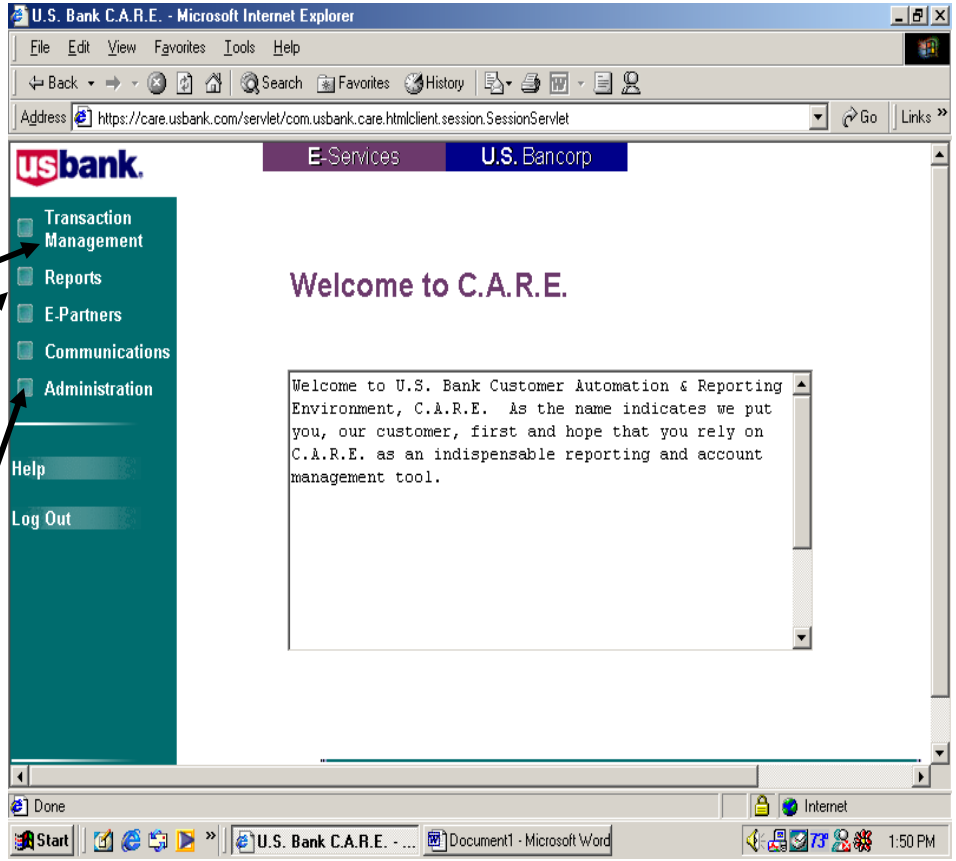
Transaction Management is used to enter your purchases, print your logs, reconcile your accounts and approve your monthly statement.

Reports are used to print your monthly statement.

E-partners is not currently available.

Communications is not available.

Administration is used to change your "verification response" and passwords.

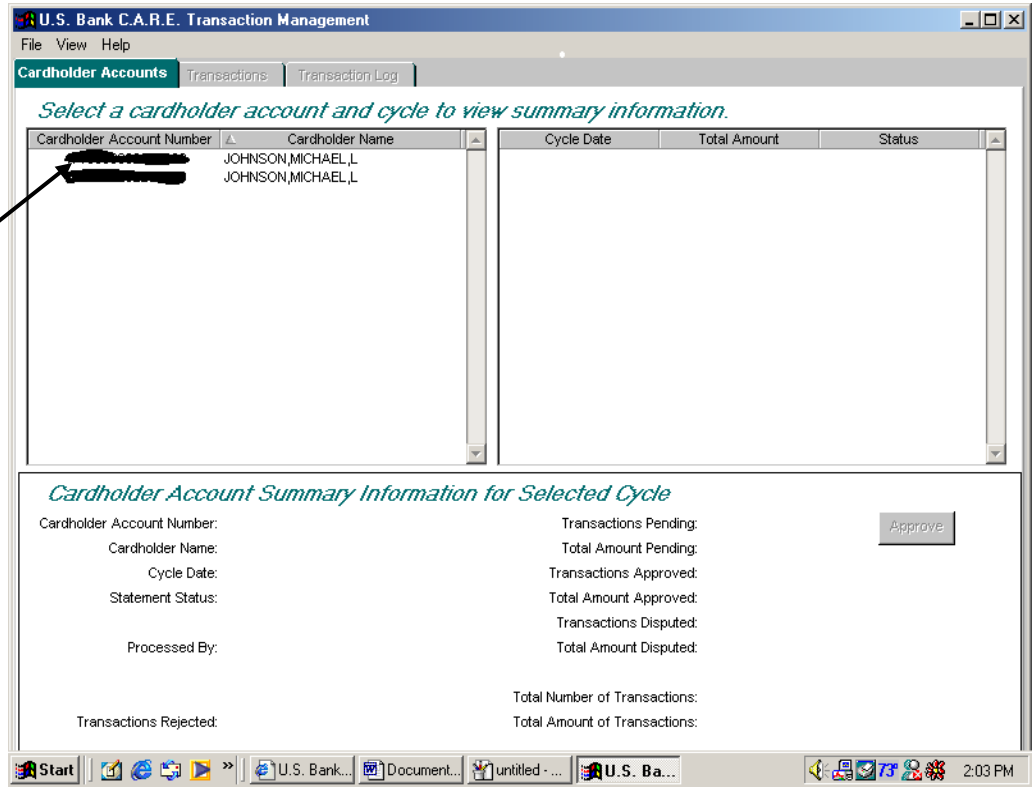


CARDHOLDER –TRANSACTION MODULE

TRANSACTION INFORMATION

Click on Transaction Management. (It will take a few moments to load so be patient) This is used to create a log to track purchases as they are being made. When you make a purchase you must enter the purchase into the C.A.R.E. system on the log.

Highlight the account

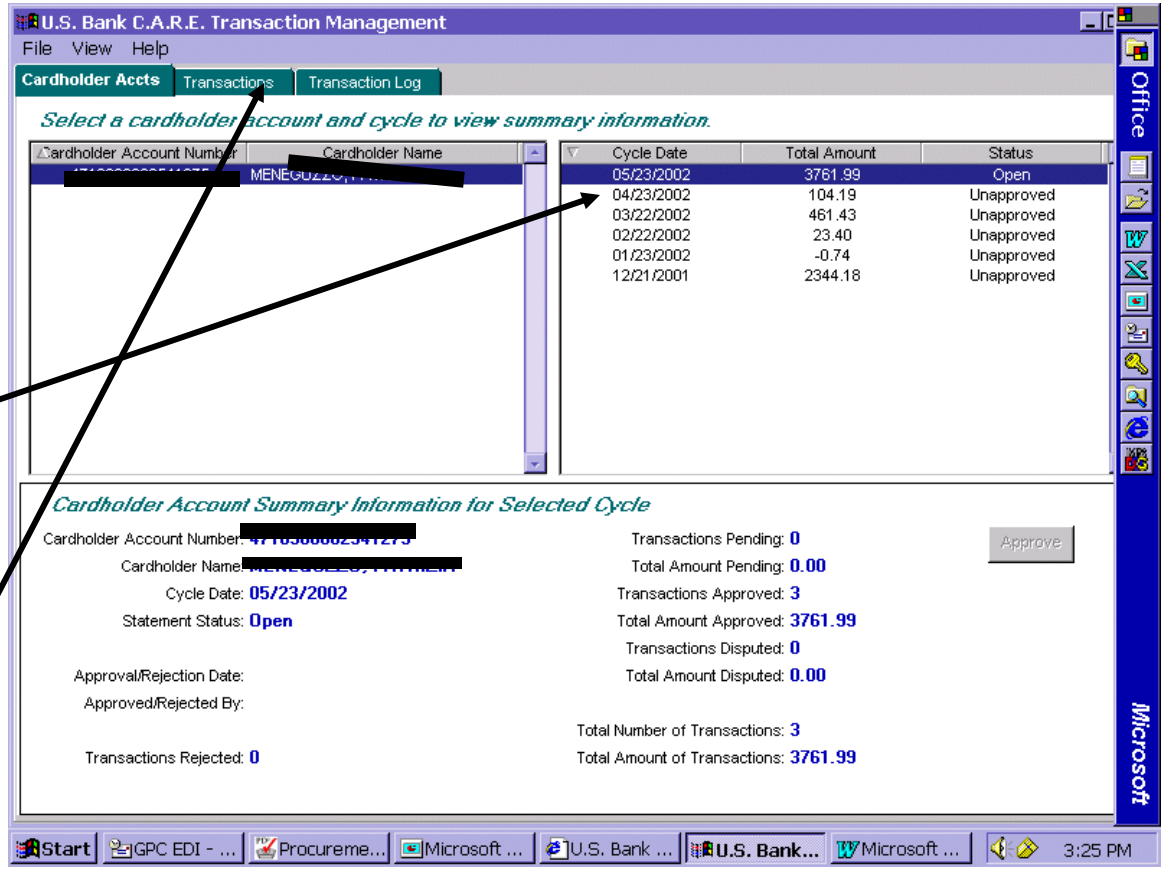


CARDHOLDER –BANK POSTED TRANSACTIONS INFORMATION

You must now select a "cycle" to work with. If your cycle has already been approved, you cannot change it. You can only change it after it has been "rejected" by the billing official. The only account available is the one that says "open".

Click on the cycle to be changed. (In this case 05/23/2002)

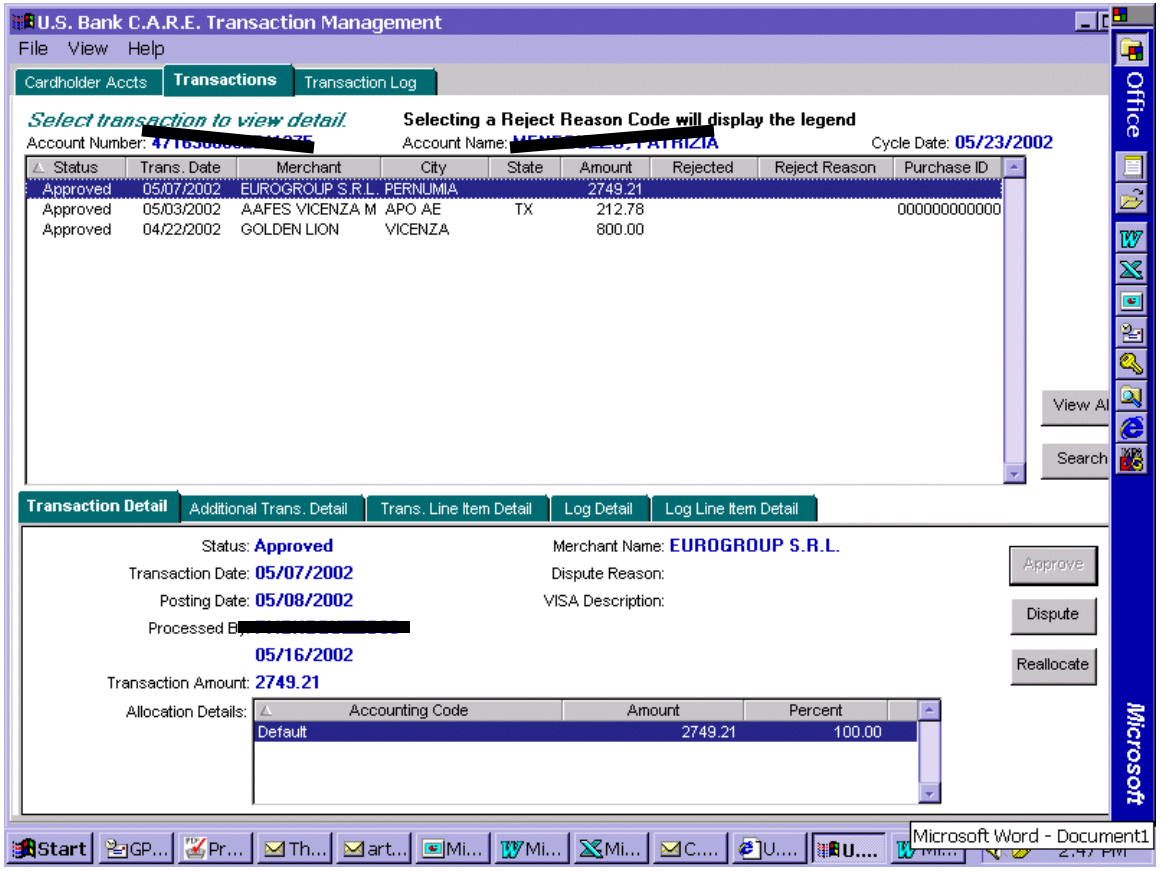
Then click on the tab "Transaction".



CARDHOLDER –REVIEWING POSTED TRANSACTION INFORMATION

You can see all the purchases that have been posted on this billing cycle thus far. You can see the status, date of transaction, merchant, etc.

Under the Transaction Tab, lower middle part of the screen, you will see 5 other tabs. You can move from one to the other. Each time you highlight a purchase, the transaction detail information changes.



CARDHOLDER –POSTED TRANSACTION LOG

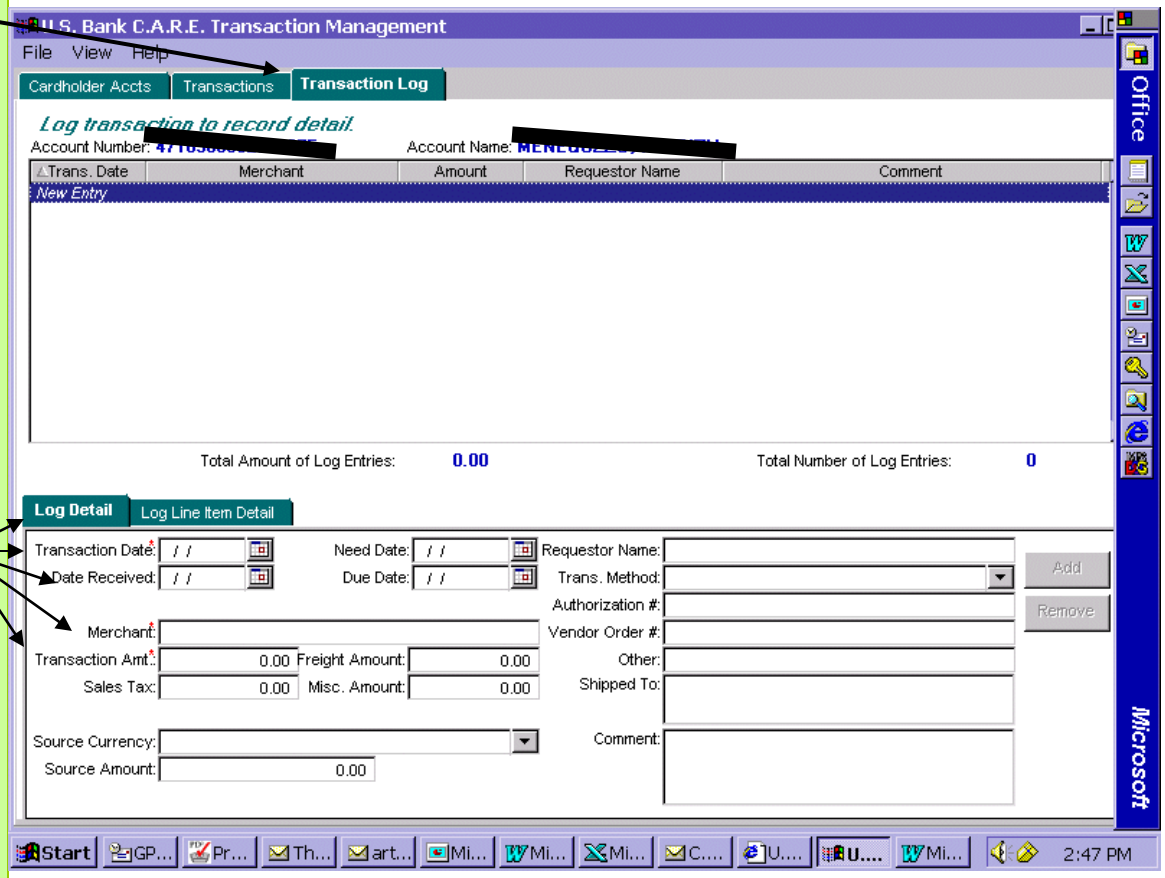
Tab over to Transaction Log.

This is where you record the purchase (under both the Log Detail and Log Line Item Detail tab) whether it has been processed by the bank or not.

<u>MANDATORY FIELDS</u> under:

Log Detail: Fields with red* & the received date.

Log Line Item Detail: complete



CARDHOLDER – TRANSACTION LOG – LOG DETAIL

Name of requestor

Enter the date of the order. (Click on the calendar button next to the date to enter the information.
Mandatory field

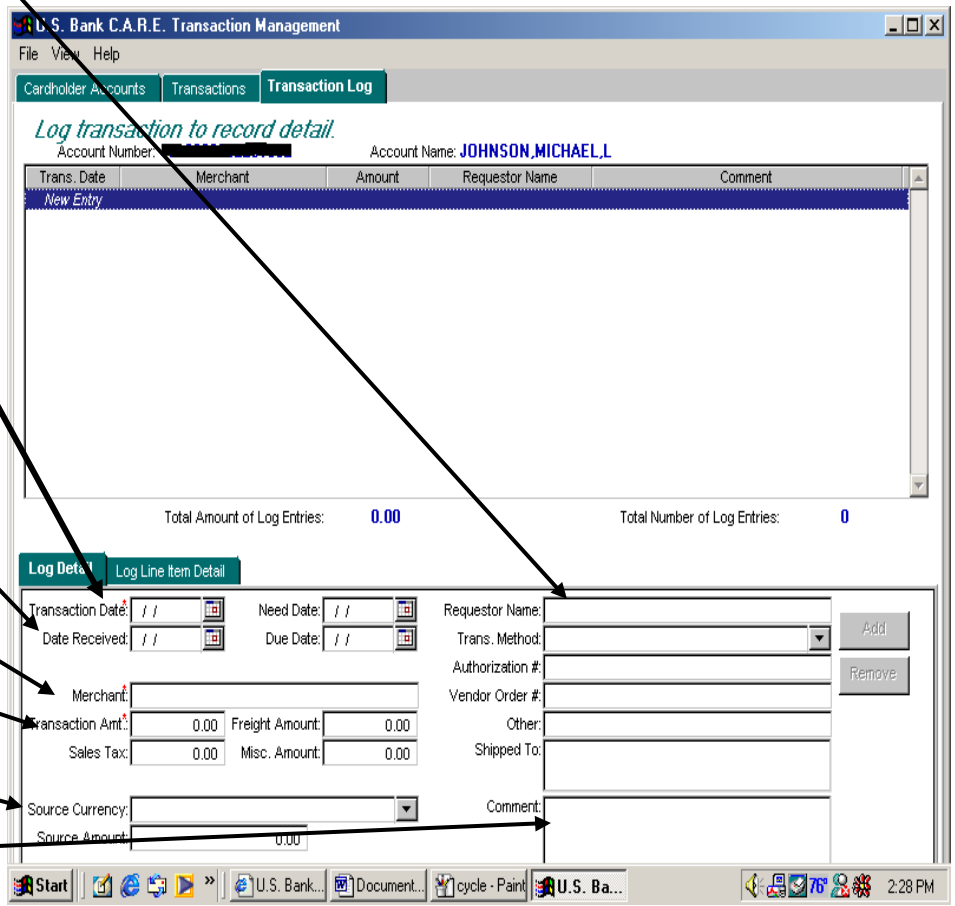
Enter date received.
Mandatory field

Enter Contractor/merchant name.
Mandatory field

Total cost of the purchase.
Mandatory field.

Currency used, amount in foreign currency.
Recommended field

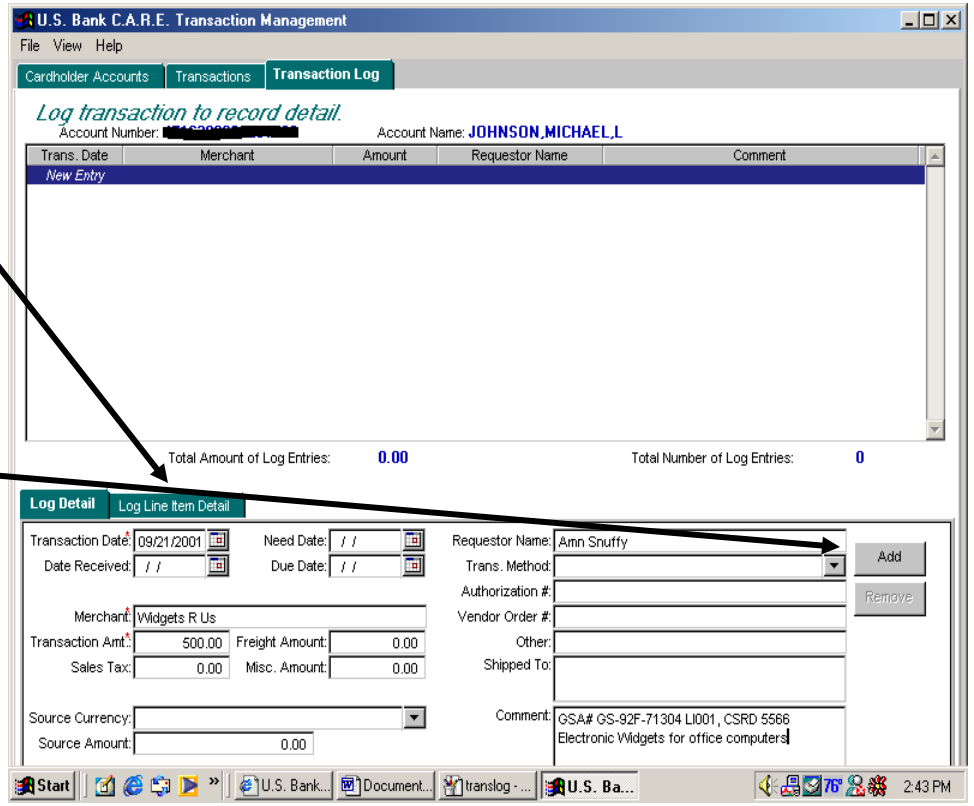
GSA number, COMM CSRD coordination# and item



CARDHOLDER – LOG DETAIL

Log Line Item Detail – Mandatory Tab - must be completed – enter information into all data fields.

One Exception; If you don't have a detailed receipt itemizing the unit price and quantities. But you MUST click on the ADD button to enter your comments into the log.

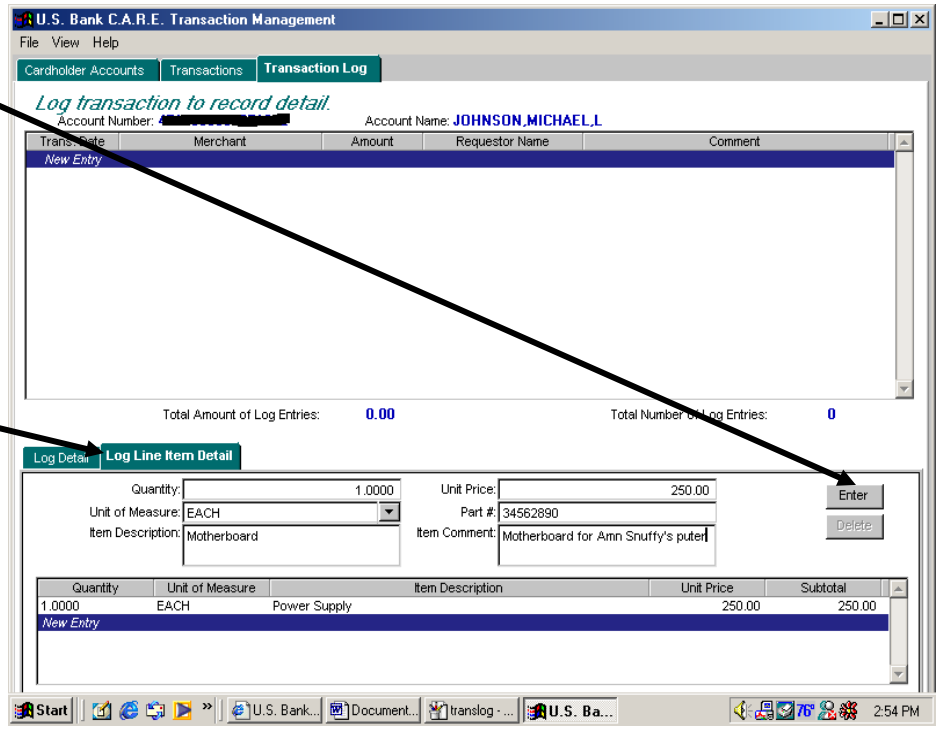


CARDHOLDER – LOG LINE ITEM DETAIL

Now that I have entered the other items purchased on this transaction I can click the enter button.

Now that I have entered items I have to go back to the "Log Detail" tab and add the transactions.

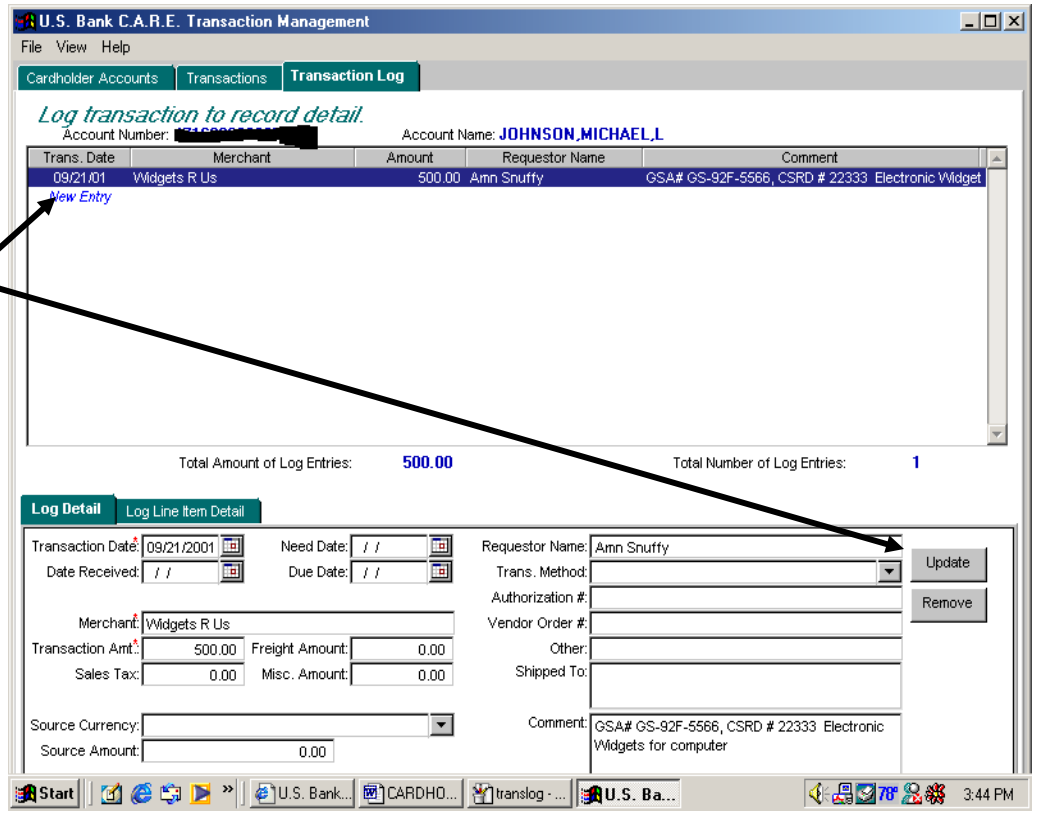
I entered the specific information then clicked on the "enter" button.



CARDHOLDER – COMPLETING & SAVING TRANSACTION LOG ENTRIES

Once you click the "update" button the data entered will reflect in the Transaction Log tab.

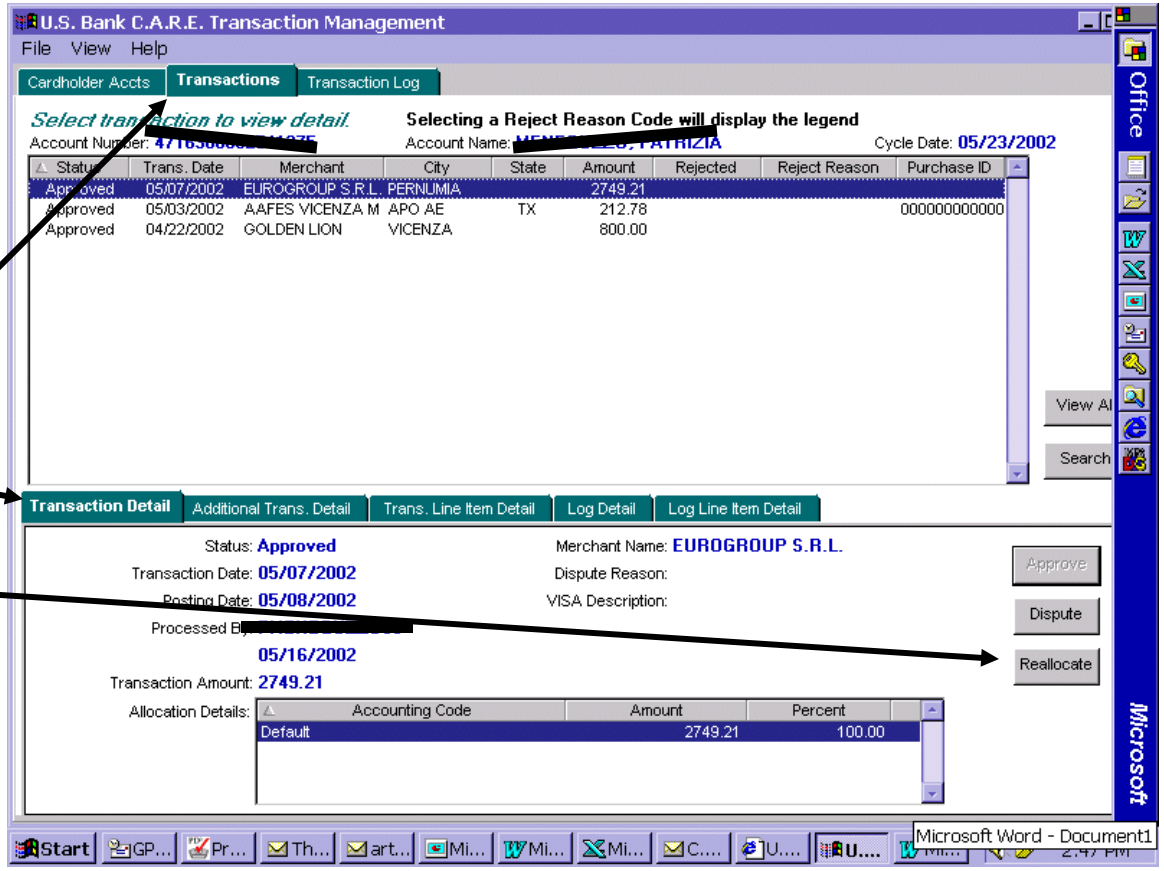
Return to the Transaction Tab.



CARDHOLDER – REALLOCATING TO ALTERNATE LINES OF ACCOUNTING

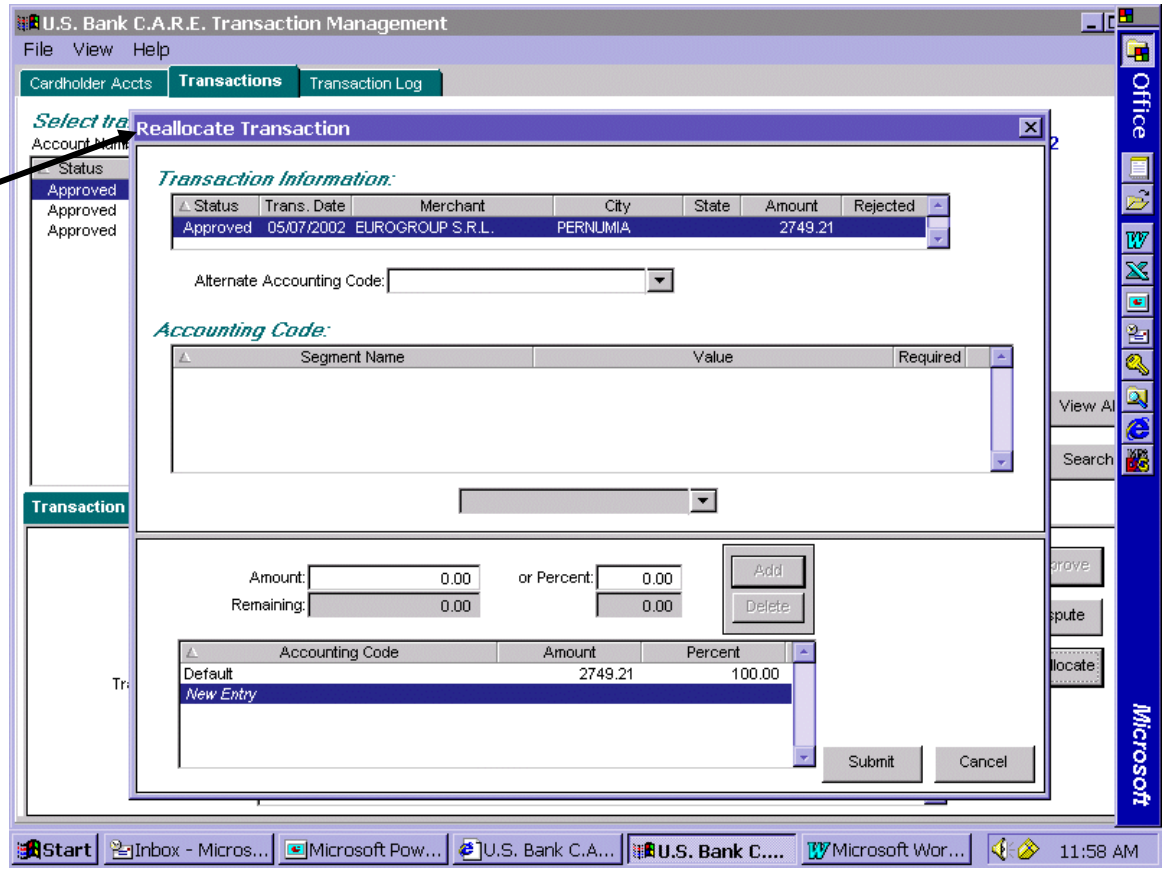
Reallocation is for those activities that will have more than one fund cite.

If you have multiple lines of accounting <u>after reconciling</u> the account go into the Transaction tab and under Transaction Detail – click on the Reallocate button



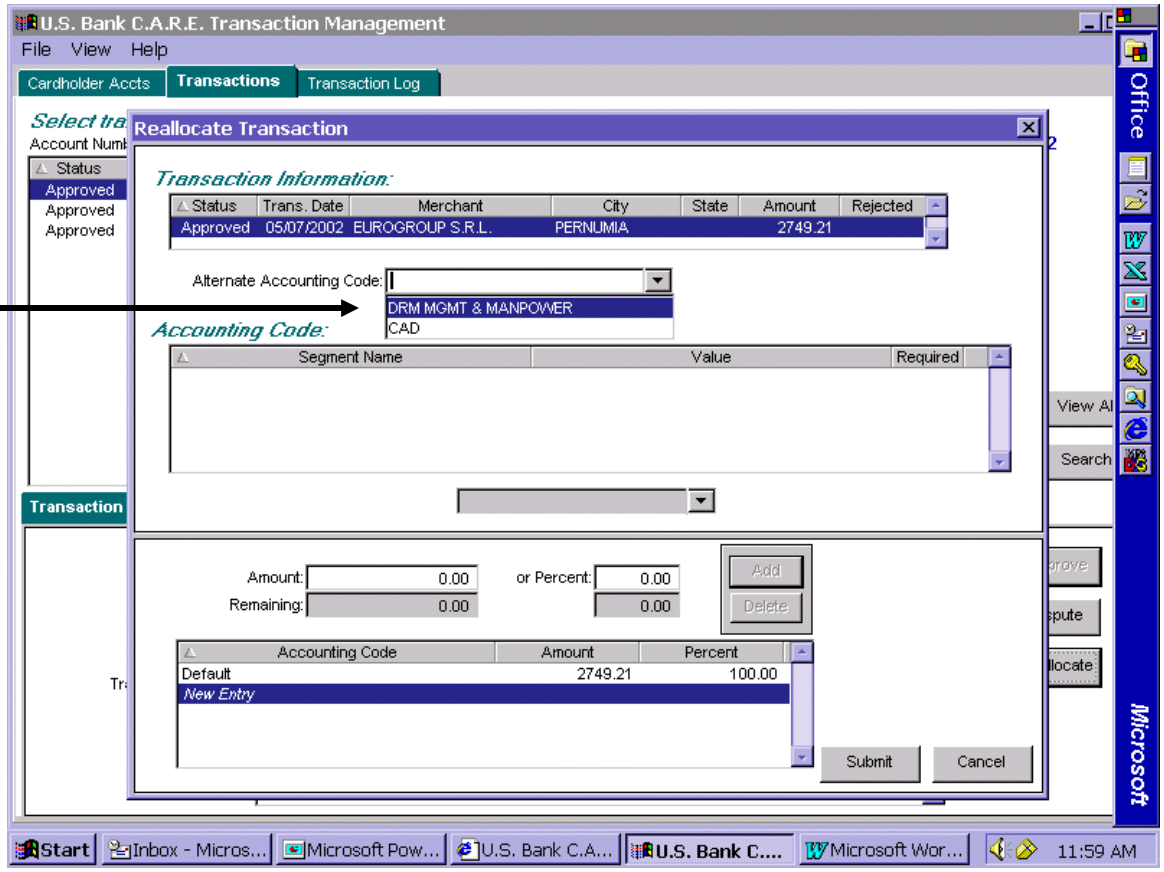
CARDHOLDER – REALLOCATE TRANSACTION SCREEN

This screen, “Reallocate Transaction” will come up. Right now all the fields are blank.



CARDHOLDER – SELECTING ALTERNATE LINES OF ACCOUNTING

Next to Alternate Accounting Code, there is a drop down list. Choose the correct allocation.

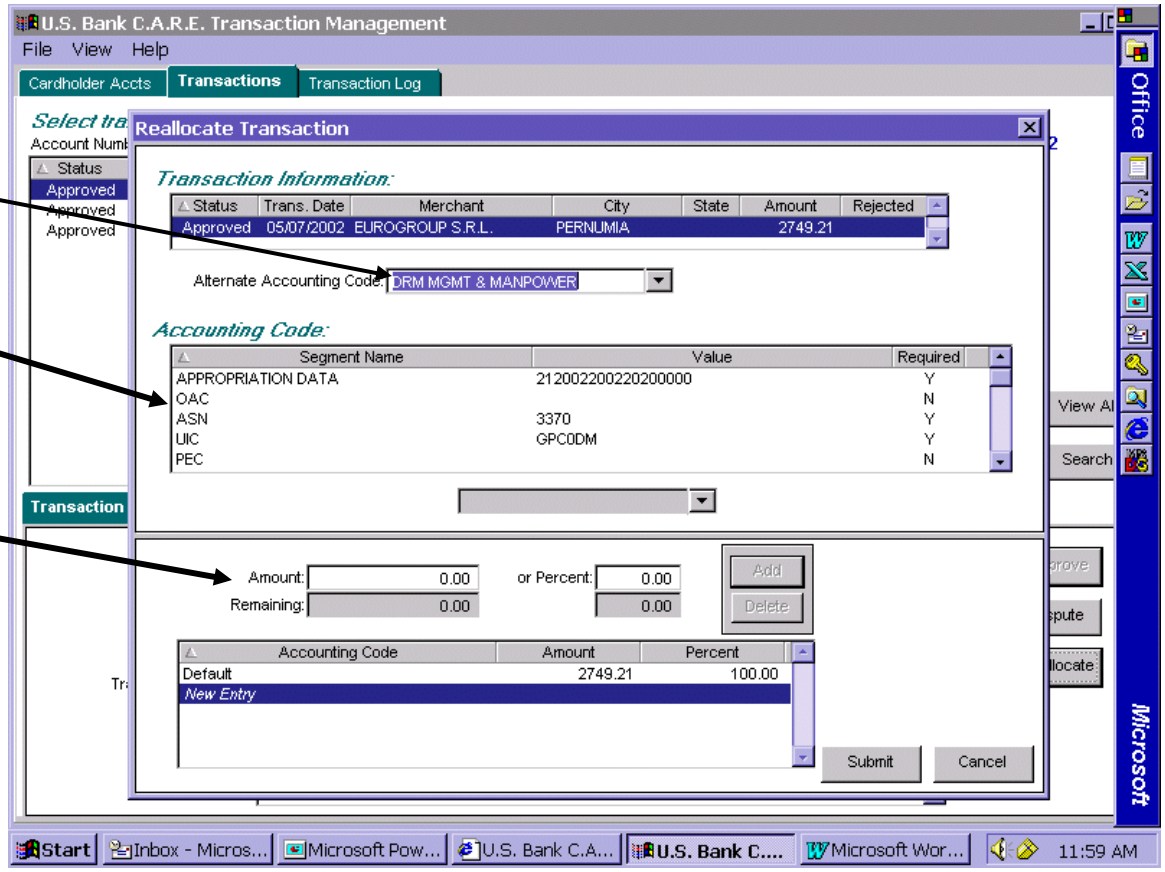


CARDHOLDER – COMPLETION OF REALLOCATION

Once you have chosen the allocation, the Accounting Code information automatically populates.
(You cannot change this information)

Type in the Amount.

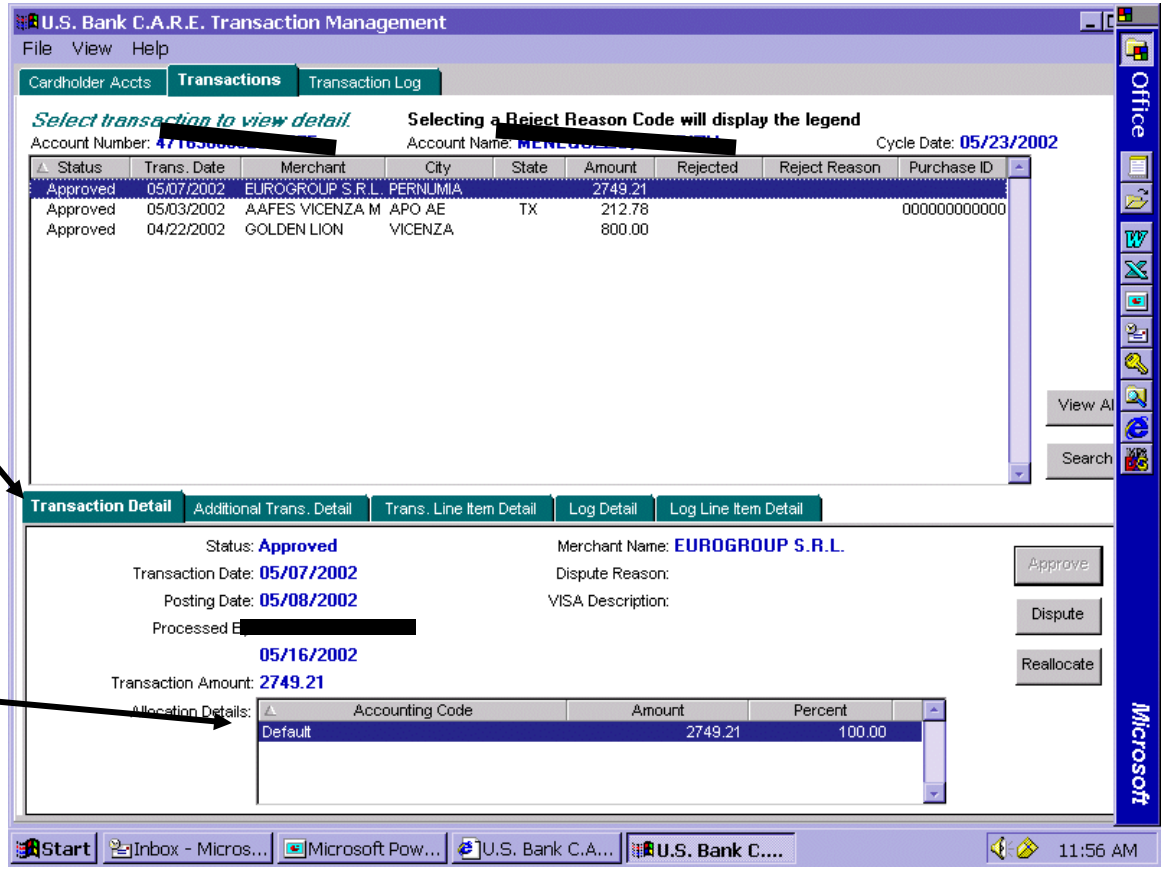
You can then submit or cancel out. If you make a mistake, you can return to this even after the transaction has been approved.



CARDHOLDER'S – VIEWING REALLOCATED TRANSACTION AMOUNTS

The allocation information can seen at the bottom of the Transaction Detail Tab.

Reallocation will be used by very few. If you don't reallocate, you won't even see your fund cite. It is called default.

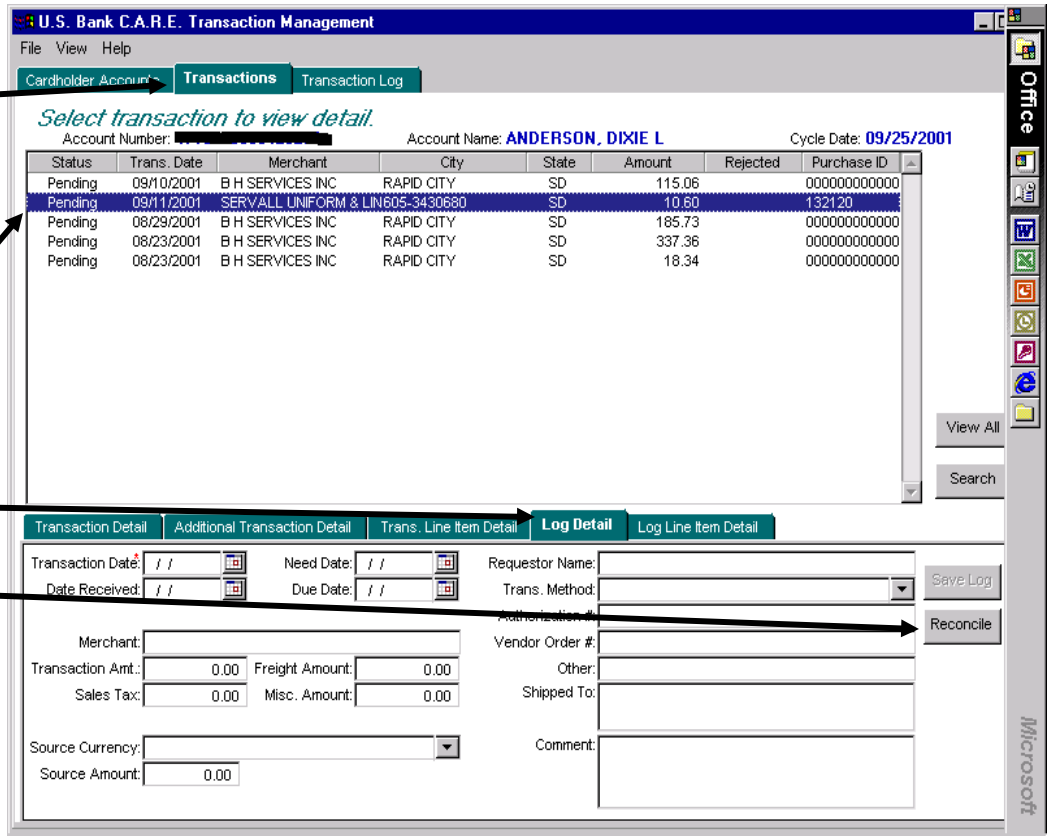


CARDHOLDER – RECONCILIATION PROCESS

This cardholder is ready to reconcile their September account. Look under the Transactions tab and compare the vendor charges and check them against Transaction Log. The entry can be adjusted. For this example we are reconciling a charge for $10.60.

Once you have highlighted the entry you want to reconcile, under the Log Detail tab, click on the Reconcile button located on the far right.

NOTE: Notice the blocks in the Log Detail tab are currently blank.



CARDHOLDER – MATCHING POSTED ENTRIES

This part of the new screen reflects the line item you highlighted on the Transaction tab.

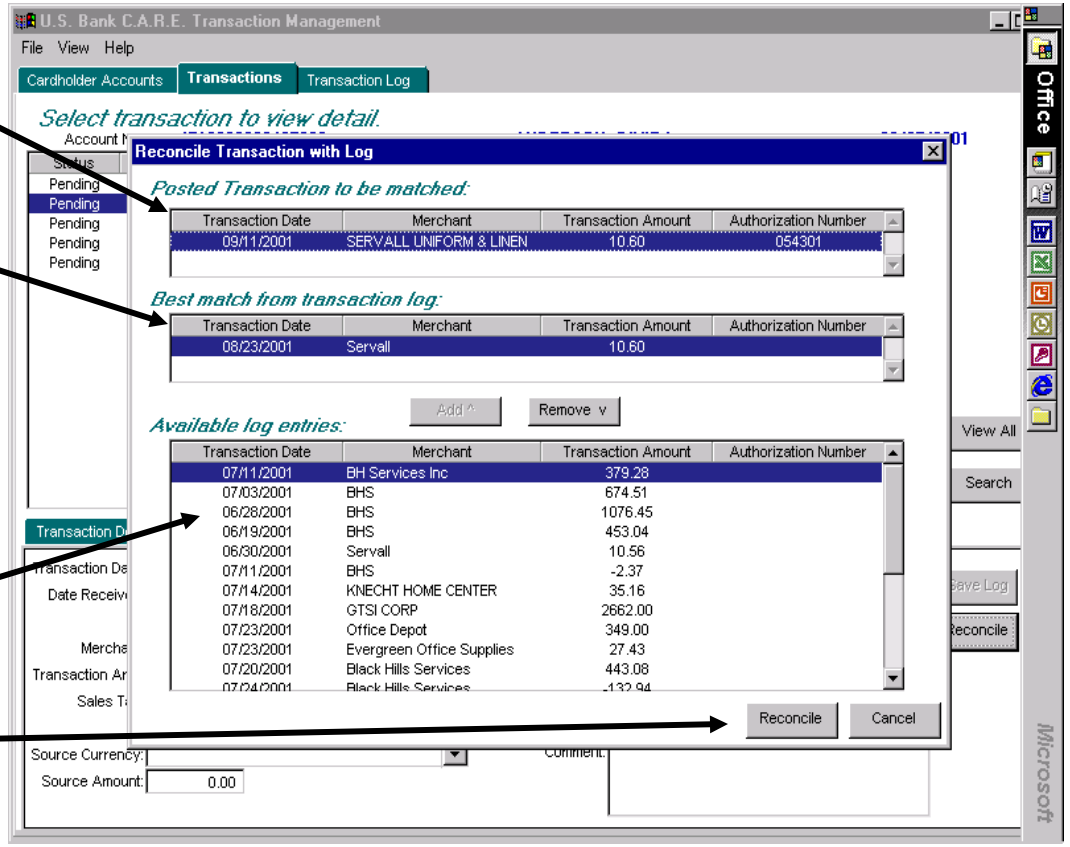
This part of the screen shows the entry the computer believes to be a "match" for reconciliation. Pay attention and verify that is actually the transaction from the Transaction Log you want to reconcile.

If the transactions do not match, click "Remove" under "Best Match" from Transaction Log. Highlight the correct transaction under "Available Log Entries" and click "Add" under the "Best Match".

These are the purchases reflected on your Transaction Log.

When you are ready to reconcile, click here.

Once you click the "Reconcile" tab this will approve the


U.S. Bank C.A.R.E. Transaction Management
File View Help
Cardholder Accounts
Transactions
Transaction Log
Select transaction to view detail.
Reconcile Transaction with Log
Posted Transaction to be matched:
Transaction Date | Merchant | Transaction Amount | Authorization Number
09/11/2001 | SERVALL UNIFORM & LINEN | 10.60 | 054301
Best match from transaction log:
Transaction Date | Merchant | Transaction Amount | Authorization Number
08/23/2001 | Servall | 10.60
Add ^
Remove v
Available log entries:
Transaction Date | Merchant | Transaction Amount | Authorization Number
07/11/2001 | BH Services Inc | 379.28
07/03/2001 | BHS | 674.51
06/28/2001 | BHS | 1076.45
06/19/2001 | BHS | 453.04
06/30/2001 | Servall | 10.56
07/11/2001 | BHS | -2.37
07/14/2001 | KNECHT HOME CENTER | 35.16
07/18/2001 | GTSI CORP | 2662.00
07/23/2001 | Office Depot | 349.00
07/23/2001 | Evergreen Office Supplies | 27.43
07/20/2001 | Black Hills Services | 443.08
Reconcile
Cancel
Source Currency:
Source Amount: 0.00
Comment:
View All
Search
Save Log
Reconcile
Office
Microsoft

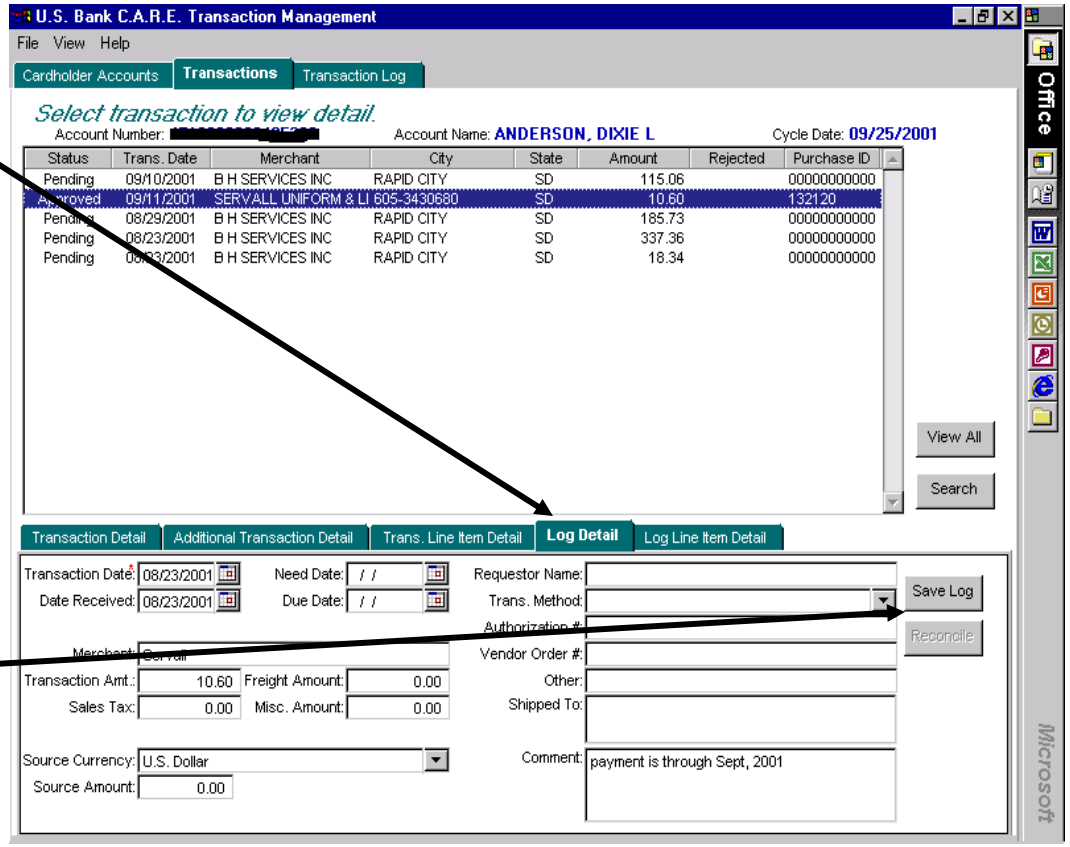
CARDHOLDER – COMPLETING THE RECONCILIATION PROCESS

The transaction has now "reconciled" and the item is moved from your Transaction Log.

As you can see, the Log Detail tab now has data in it. If you also had entries in the Log Line Item Detail tab, it too will now be filled with the data. Look at the status of the purchase. It will change from "pending" to "approved".

For transaction such as Bank rebates or credits, the required information can be entered in the Log Detail., then click on "Save Log" button to complete. – this approves the action.

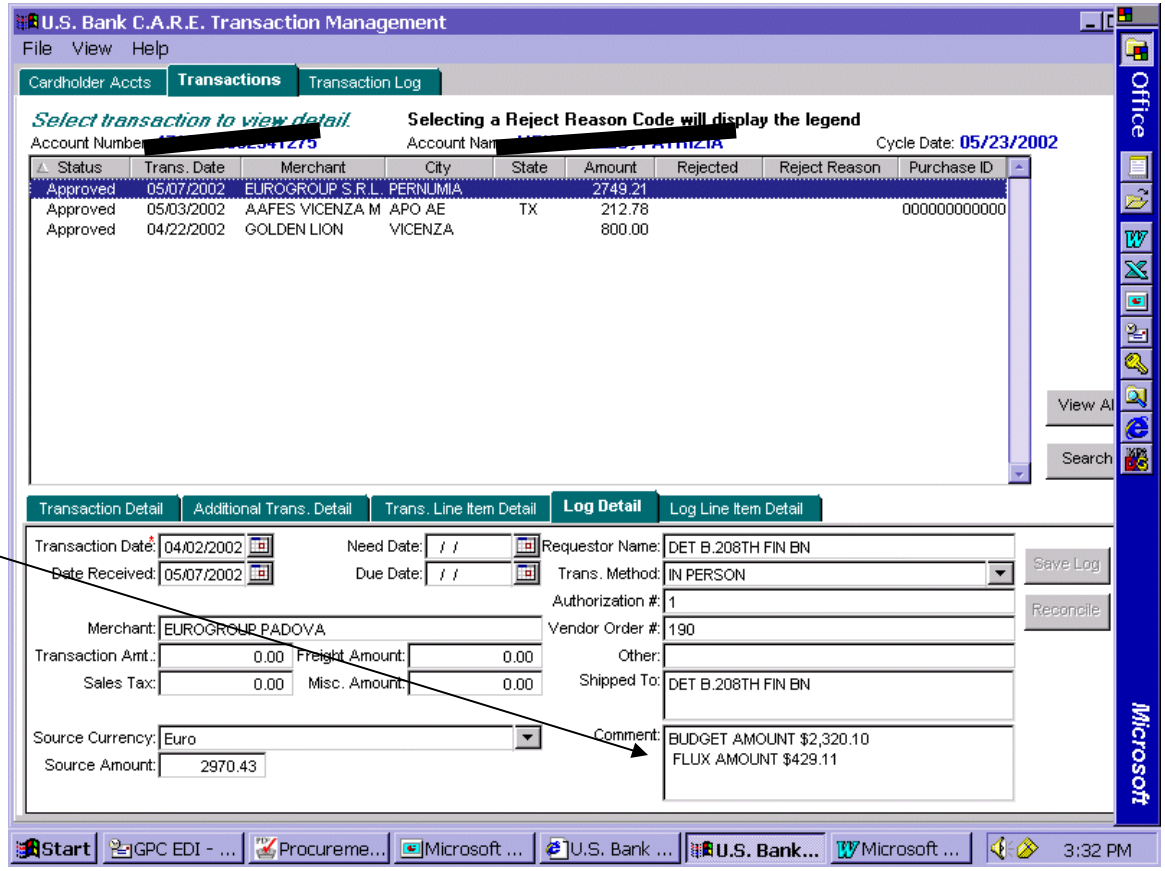
You can now continue to reconcile the remaining items on the Transactions



CARDHOLDER – VIEWING RECONCILED TRANSACTION BY LOG DETAIL

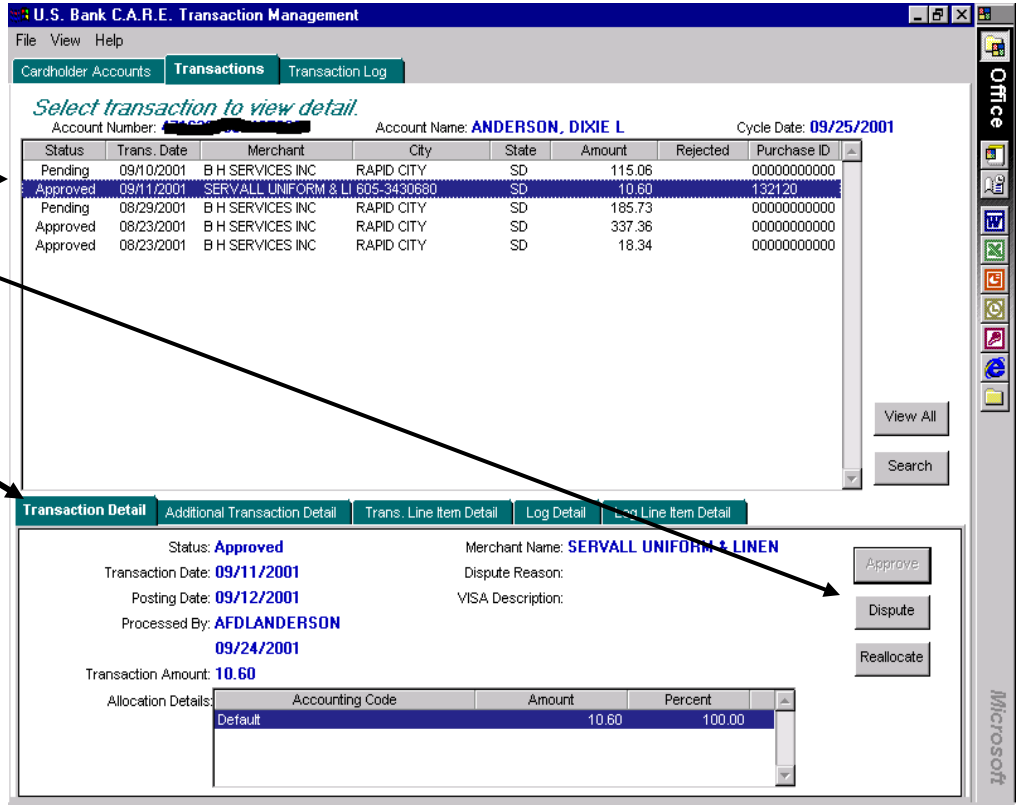
When you have completed the reconciliation process complete, the information from the Transaction Log will automatically populate the Log Detail Tab.

Notice the Comments.



CARDHOLDER – DISPUTING A TRANSACTION

DISPUTING Transactions can be done in CARE. Highlight the transaction and in Transaction Detail Tab, click Dispute.

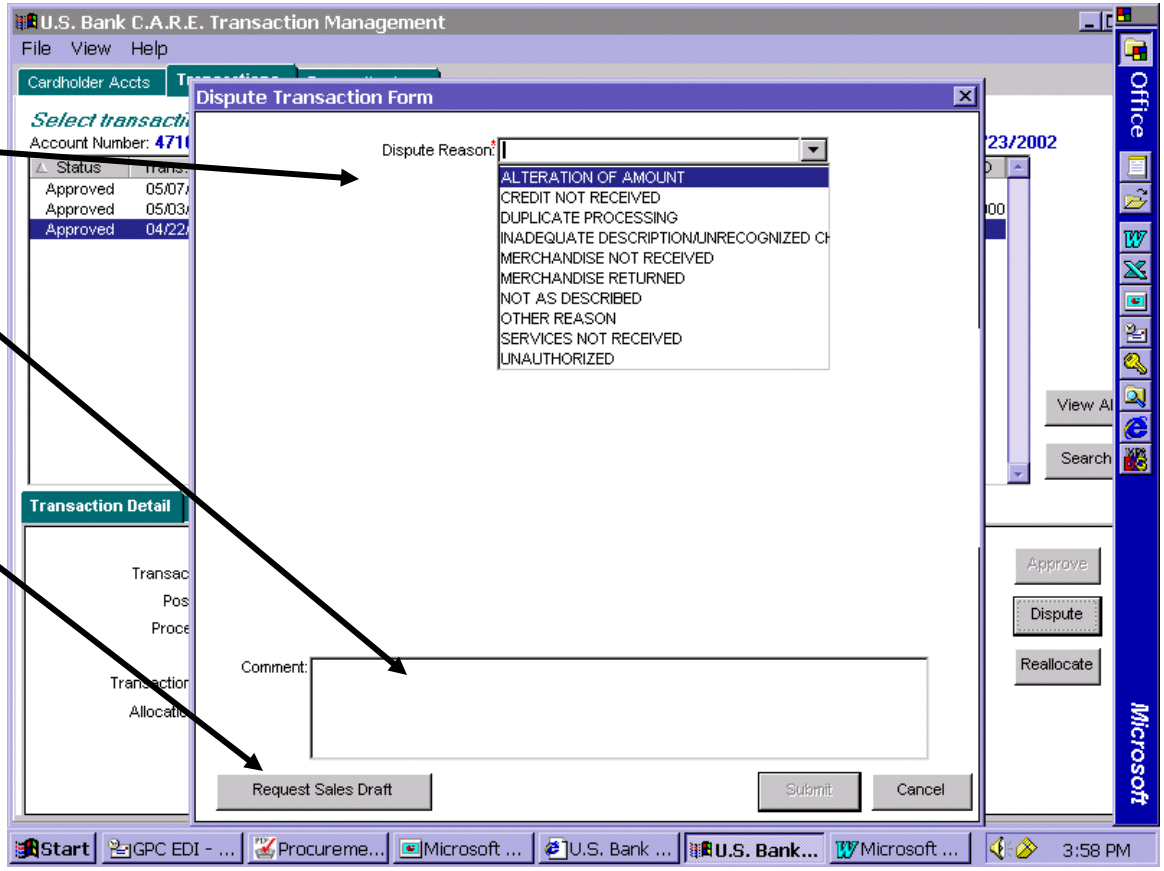


CARDHOLDER – COMPLETING DISPUTE FORM

A Drop Down List will give you possible Reasons for the Dispute.

You can use the comments sections to provide any additional information.

You can Request a Sales Draft and either submit or cancel.



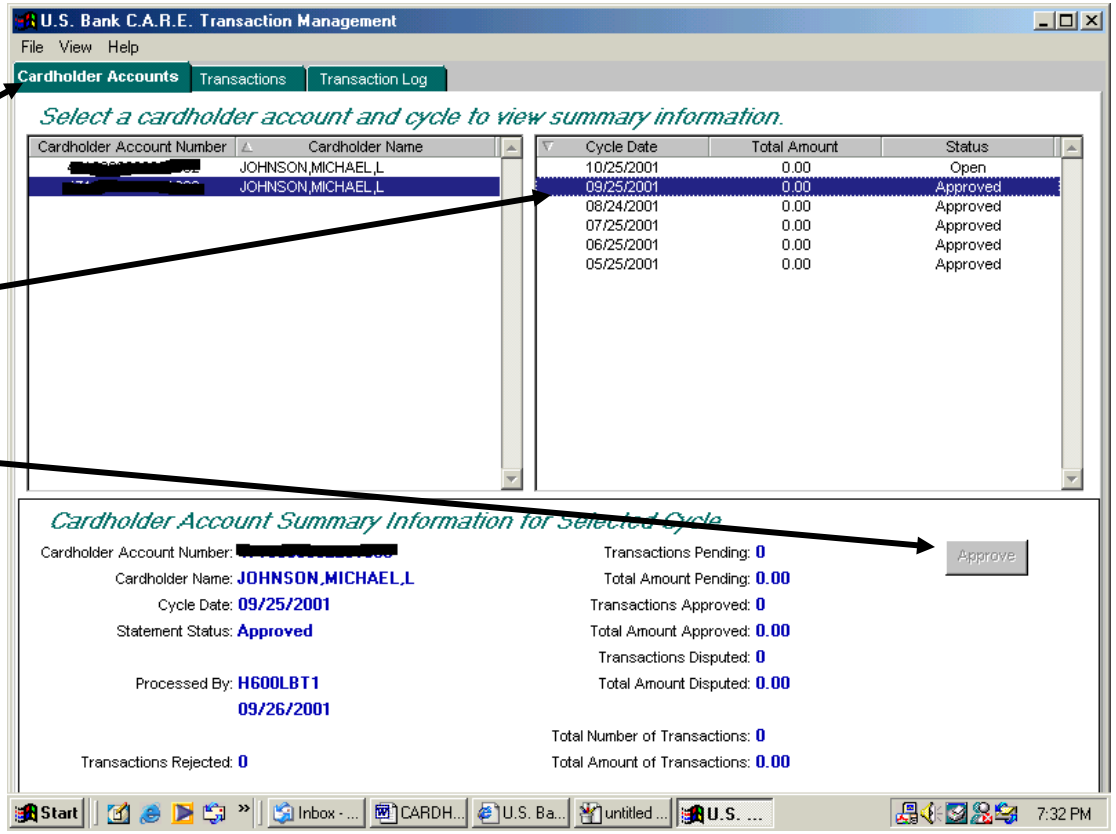
CARDHOLDER – APPROVE STATEMENT

After you have reconciled/approved or disputed - all your transactions for the billing cycle, you may now proceed to approve your statement.

Click on Cardholder Accounts tab and select card

Select the cycle

Approve the cycle with this Approve button



CARDHOLDER – PRINTING REPORT

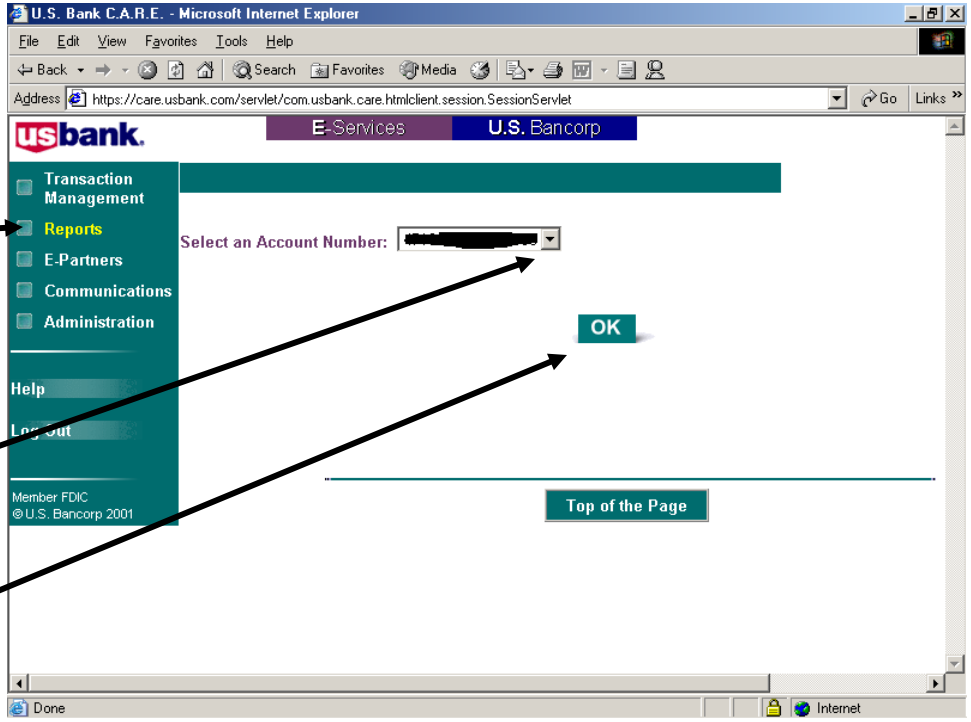
PRINTING YOUR MONTHLY REPORT

NOTE: All transactions must be approved prior to approving monthly statement and printing monthly report.

After you login, click on Reports.

If you have more than one account, click the down arrow and select the account you want to work with.

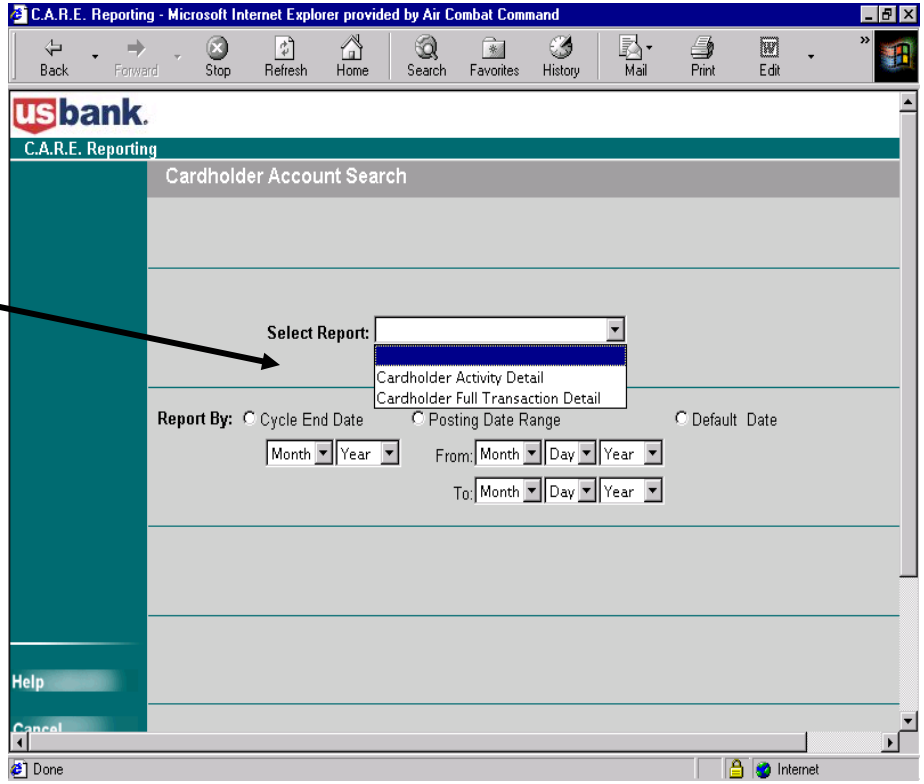
Click OK



GPC RCO

CARDHOLDER – SELECTING REPORT FOR PRINTING

Select the Cardholder Full Transaction Detail from the drop down menu.



CARDHOLDER – SELECTING REPORT PERIOD

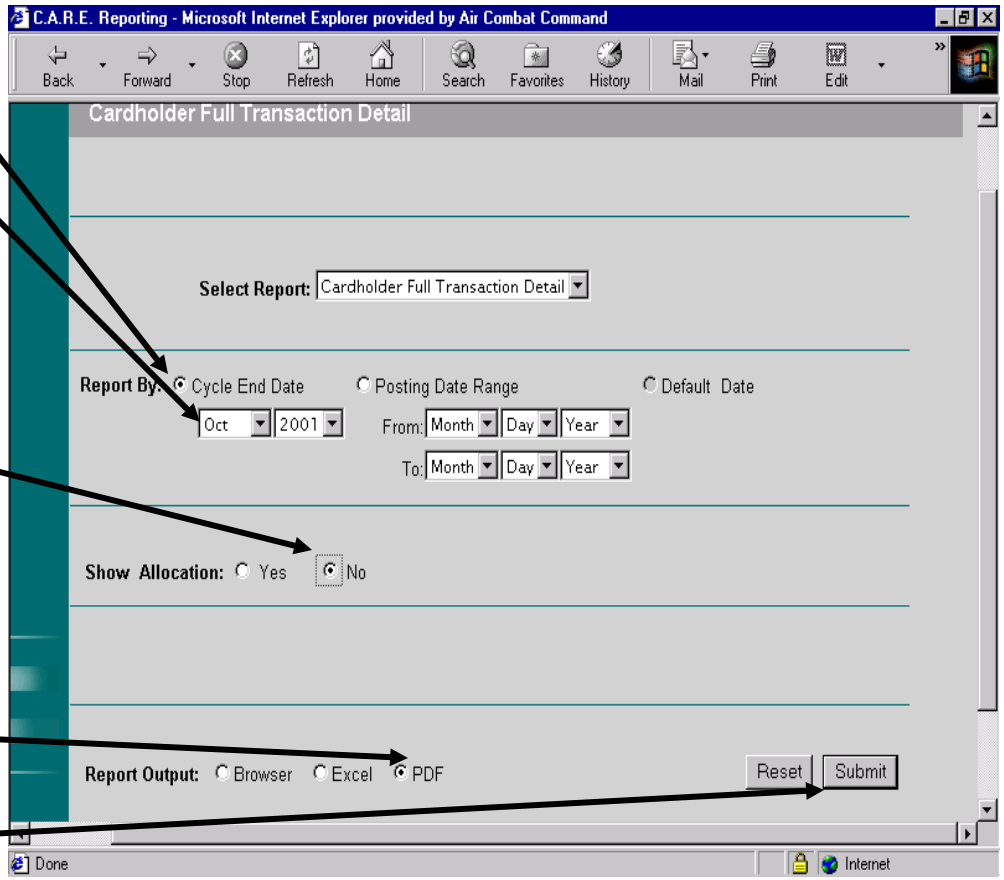
The report you want to select is "Report By: Cycle End Date".

From the drop down menus, select the appropriate Month and Year.

Select the "No" radio button for Show Allocation. If you select "Yes" it shows all the accounting classification data for your purchases.

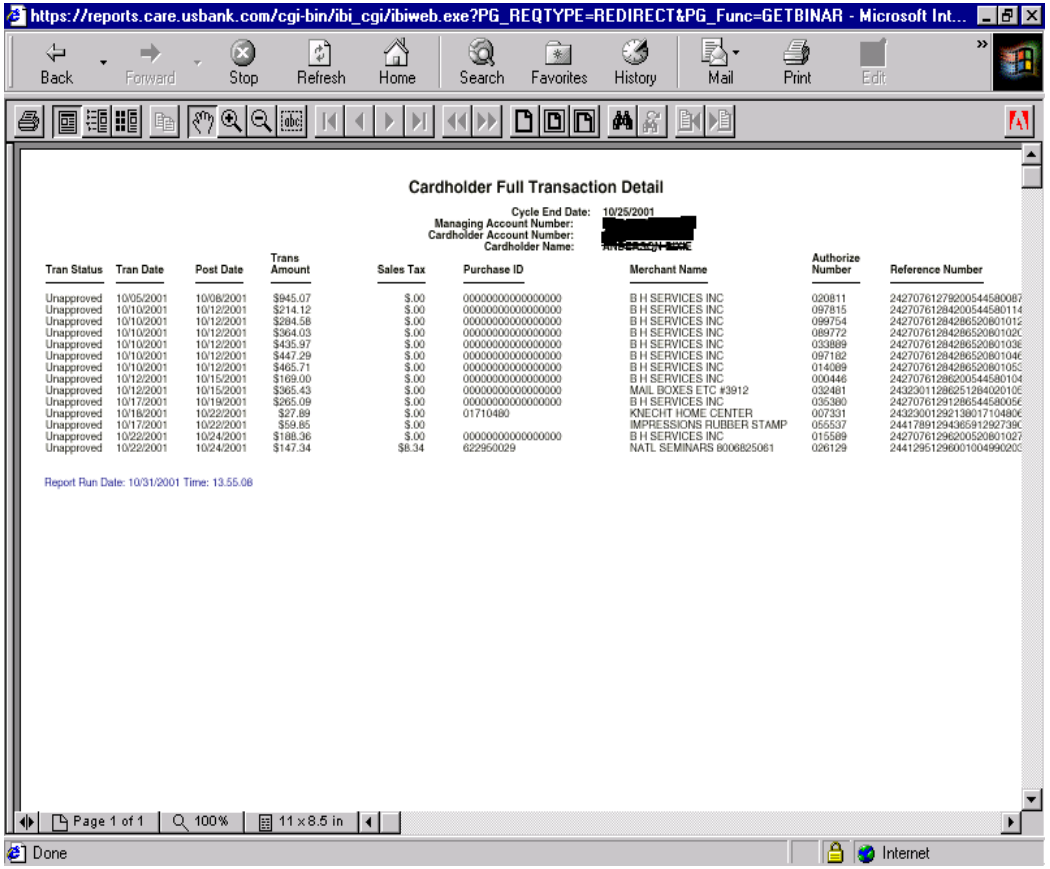
For the Report Output, you can select any one of these. For the best print and legibility, select the "PDF" radio button.

Now you can click on "SUBMIT" to generate the report.



CARDHOLDER – VIEWING REPORT

This is the report you will see. It has all the data required and is easy to follow. To get all the information, you need to print it as "Landscape" on your printer.


https://reports.care.usbank.com/cgi-bin/ibi_cgi/ibiweb.exe?PG_REQTYPE=REDIRECT&PG_Func=GETBINAR - Microsoft Int...
Back
Forward
Stop
Refresh
Home
Search
Favorites
History
Mail
Print
Edit
Cardholder Full Transaction Detail
Cycle End Date: 10/25/2001
Managing Account Number:
Cardholder Account Number:
Cardholder Name:
Tran Status | Tran Date | Post Date | Trans Amount | Sales Tax | Purchase ID | Merchant Name | Authorize Number | Reference Number
Unapproved | 10/05/2001 | 10/08/2001 | $945.07 | $.00 | 00000000000000000 | B H SERVICES INC | 020811
Unapproved | 10/10/2001 | 10/12/2001 | $214.12 | $.00 | 00000000000000000 | B H SERVICES INC | 097815
Unapproved | 10/10/2001 | 10/12/2001 | $284.58 | $.00 | 00000000000000000 | B H SERVICES INC | 099754
Unapproved | 10/10/2001 | 10/12/2001 | $364.03 | $.00 | 00000000000000000 | B H SERVICES INC | 089772
Unapproved | 10/10/2001 | 10/12/2001 | $435.97 | $.00 | 00000000000000000 | B H SERVICES INC | 033889
Unapproved | 10/10/2001 | 10/12/2001 | $447.29 | $.00 | 00000000000000000 | B H SERVICES INC | 097182
Unapproved | 10/10/2001 | 10/12/2001 | $465.71 | $.00 | 00000000000000000 | B H SERVICES INC | 014089
Unapproved | 10/12/2001 | 10/15/2001 | $169.00 | $.00 | 00000000000000000 | B H SERVICES INC | 000446
Unapproved | 10/12/2001 | 10/15/2001 | $365.43 | $.00 | 00000000000000000 | MAIL BOXES ETC #3912 | 032481
Unapproved | 10/17/2001 | 10/19/2001 | $265.09 | $.00 | 00000000000000000 | B H SERVICES INC | 035380
Unapproved | 10/18/2001 | 10/22/2001 | $27.89 | $.00 | 01710480 | KNECHT HOME CENTER | 007331
Unapproved | 10/17/2001 | 10/22/2001 | $59.85 | $.00 | | IMPRESSIONS RUBBER STAMP | 055537
Unapproved | 10/22/2001 | 10/24/2001 | $188.36 | $.00 | 00000000000000000 | B H SERVICES INC | 015589
Unapproved | 10/22/2001 | 10/24/2001 | $147.34 | $8.34 | 622950029 | NATL SEMINARS 8006825061 | 026129
Report Run Date: 10/31/2001 Time: 13.55.08
Page 1 of 1
100%
11 x 8.5 in
Done
Internet

End of Cardholders' Procedures Sections

C.A.R.E
CERTIFYING OFFICIAL

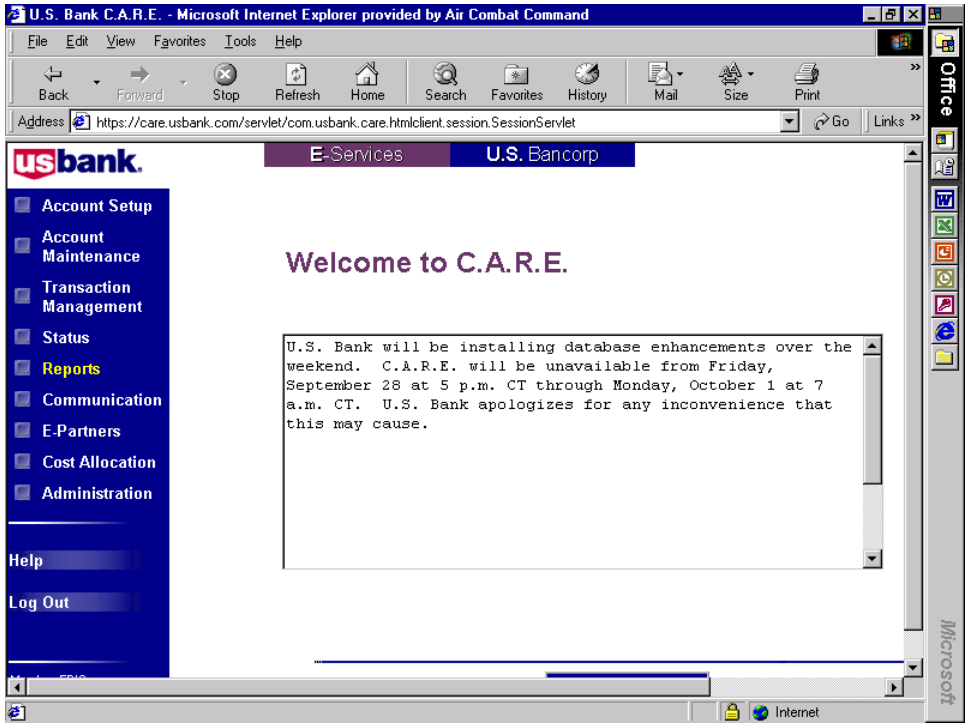
GPC
RCO

CERTIFYING OFFICIAL – LOGIN

CERTIFYING OFFICIAL INSTRUCTIONS FOR OPERATION OF C.A.R.E.

Log into CARE.

Click on Transaction Management. (It takes a while to load so be patient)

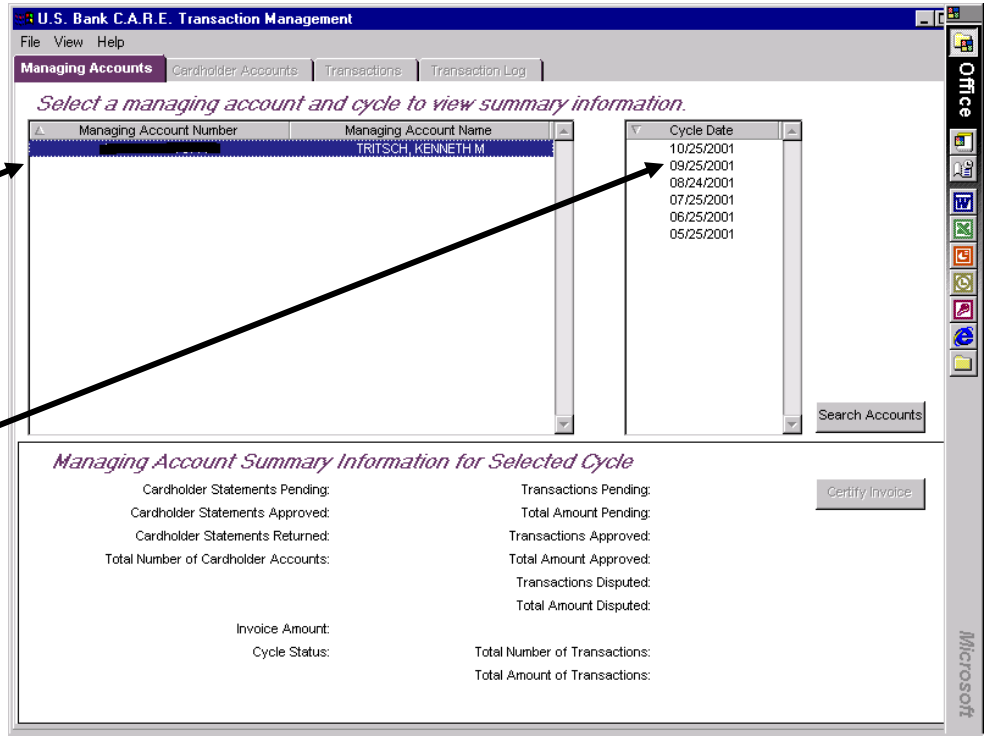

U.S. Bank C.A.R.E. - Microsoft Internet Explorer provided by Air Combat Command
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Size Print
Address https://care.usbank.com/servlet/com.usbank.care.htmlclient.session.SessionServlet
Go Links
usbank.
E-Services
U.S. Bancorp
Account Setup
Account Maintenance
Transaction Management
Status
Reports
Communication
E-Partners
Cost Allocation
Administration
Help
Log Out
Welcome to C.A.R.E.
U.S. Bank will be installing database enhancements over the weekend. C.A.R.E. will be unavailable from Friday, September 28 at 5 p.m. CT through Monday, October 1 at 7 a.m. CT. U.S. Bank apologizes for any inconvenience that this may cause.
Internet
Office
Microsoft

GPC RCO

CERTIFYING OFFICIAL – SELECTING MANAGING ACCOUNT

Highlight the account then click on the cycle you wish to review.

In this example we will be looking at 9/25/01 cycle.

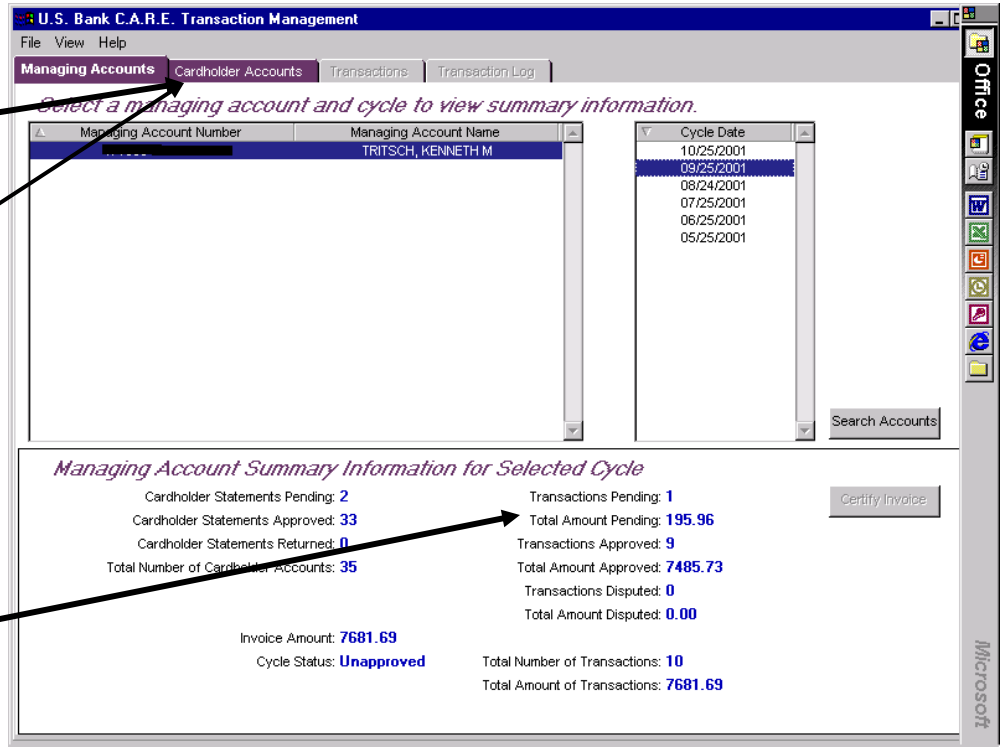


CERTIFYING OFFICIAL – CARDHOLDER ACCOUNT TAB

You will notice now that the "Cardholders Accounts" tab is highlighted.

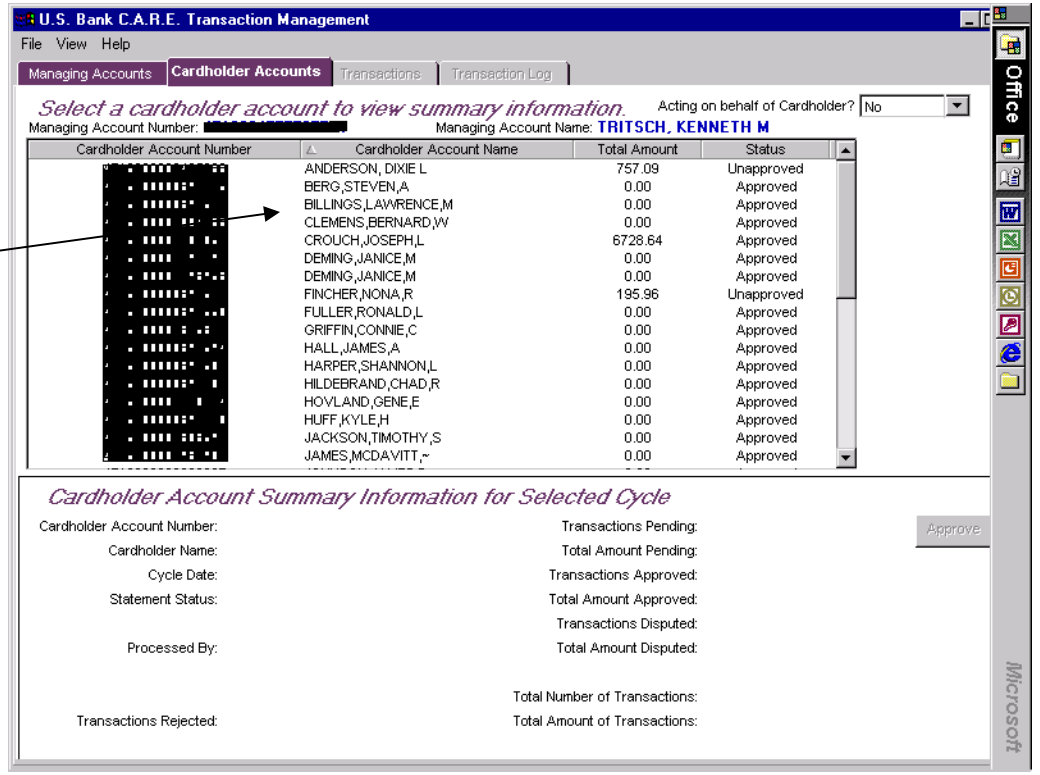
Click on the Cardholders Accounts tab.

You can also see the total amount of expenditures pending on this account for the cycle selected.



CERTIFYING OFFICIAL – SELECTING CARDHOLDER ACCOUNT

Now select the cardholder you want to look at by clicking once on their name.

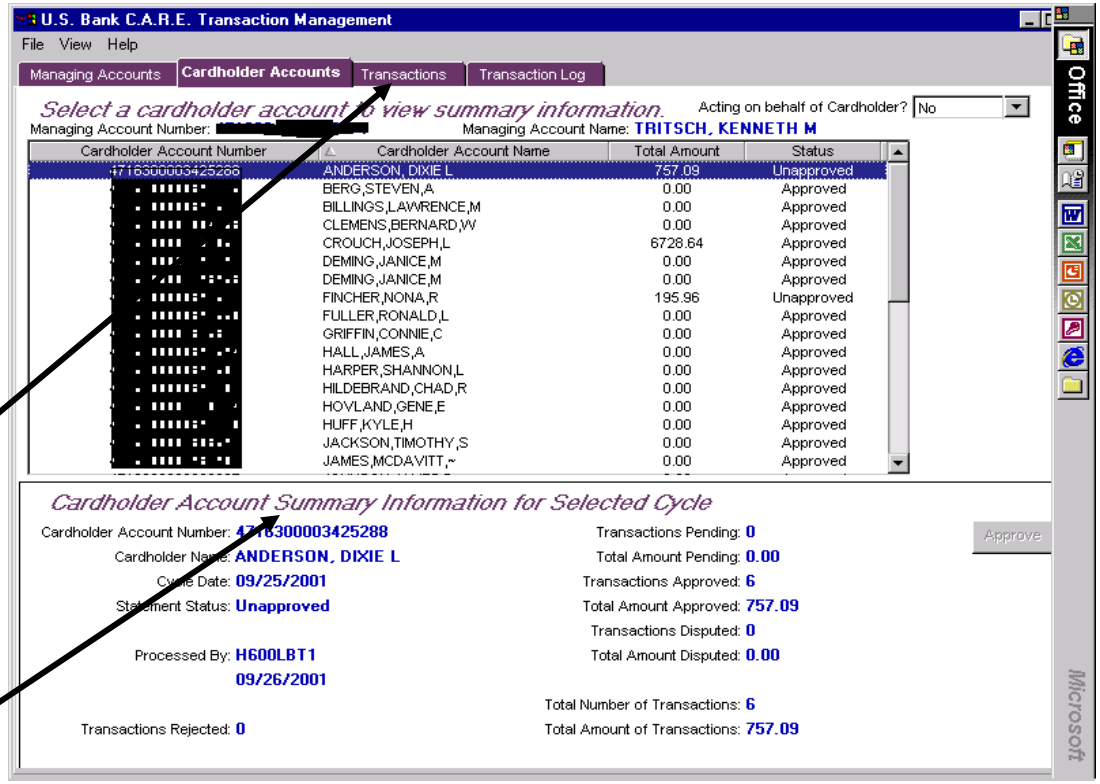


CERTIFYING OFFICIAL – POST TRANSACTION

Now the Transactions Tab and the Transaction Log tabs have been highlighted and are available.

Click on the Transactions Tab.

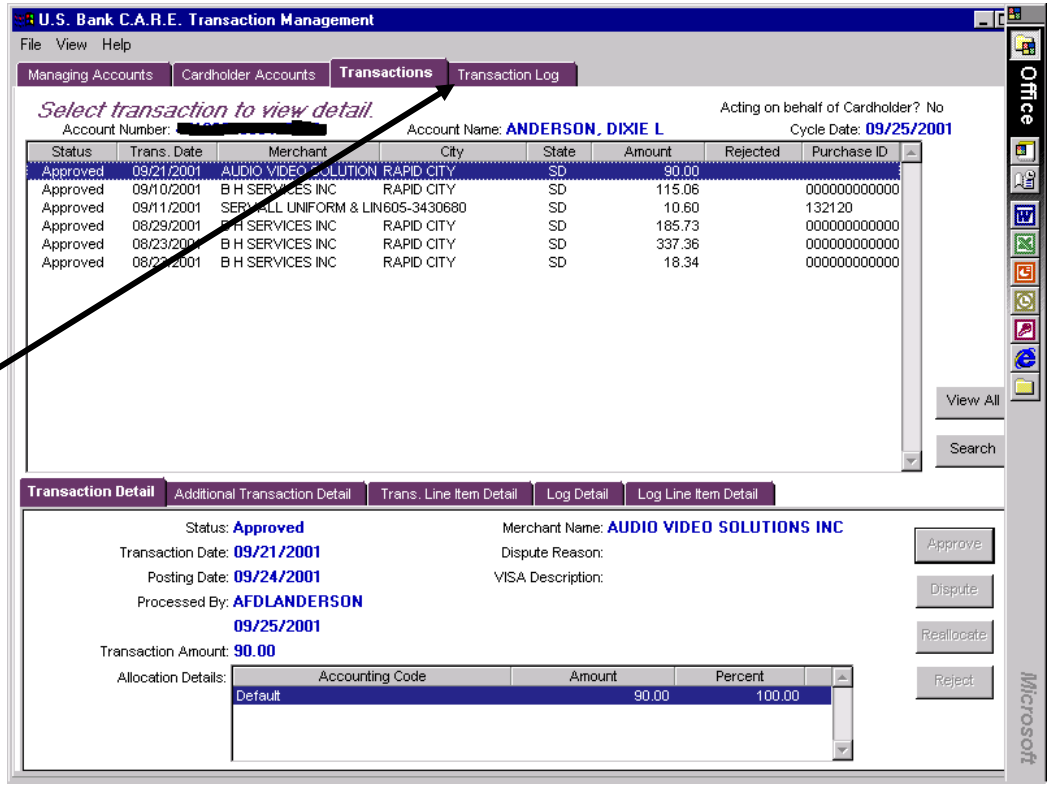
The Cardholder Summary data has also been displayed.



CERTIFYING OFFICIAL – VIEWING BANK POSTED TRANSACTIONS

Displayed are the charges placed by vendors to the individual's credit card account.

Click on the Transaction Log

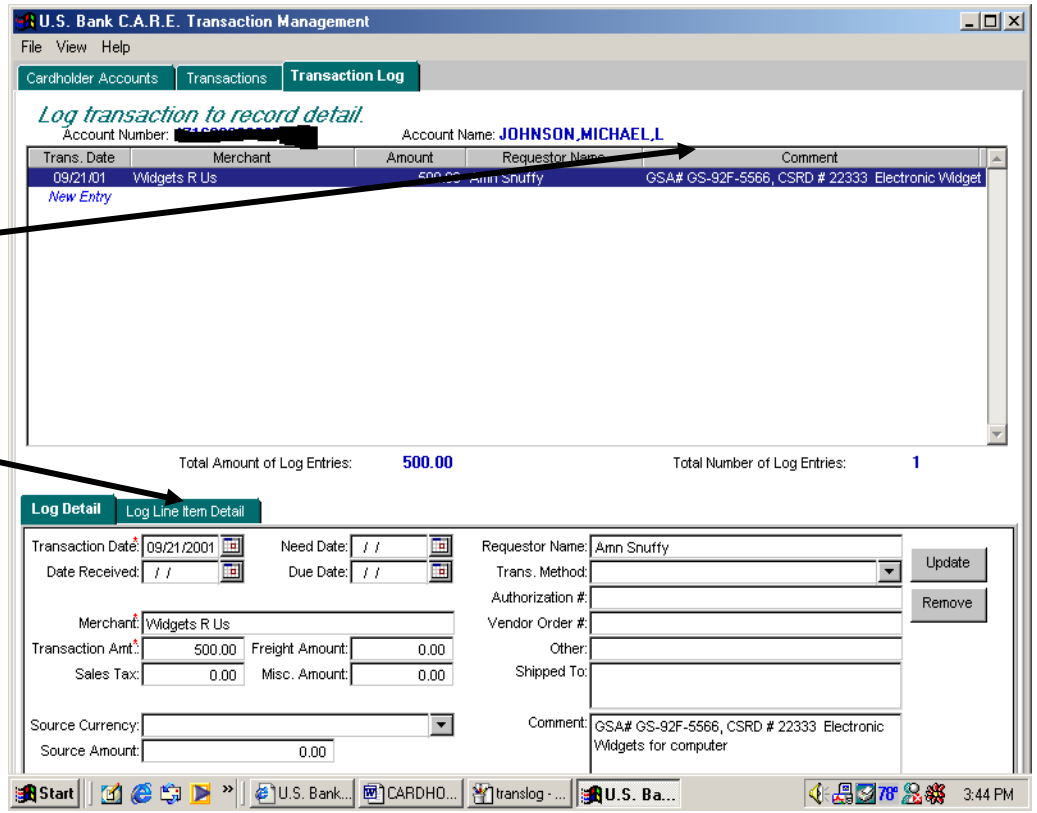


CERTIFYING OFFICIAL – VIEWING TRANSACTION LOG – NOT RECONCILED

This is the cardholder created Transaction Log. As you can see from the "Comment" column this cardholder is inputting information as required in the comment block of the log detail tab.

Must check Log Line Item Detail for description of items or services.

Verify that all required data has been entered.



Now you have electronically reviewed your cardholder's logs and accounts.

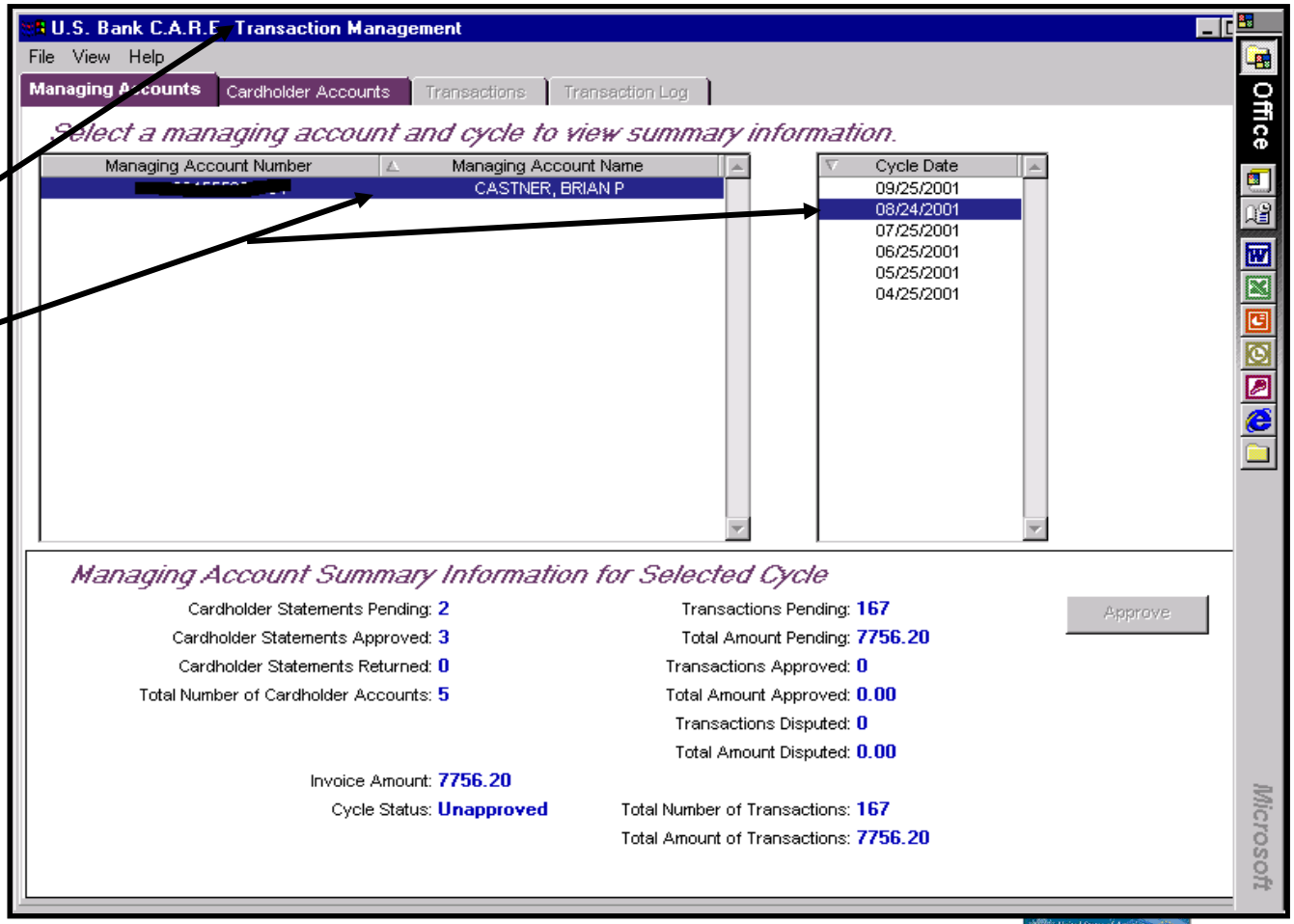
CERTIFYING OFFICIAL – CERTIFYING ACCOUNTS

Once your cardholders have approved their accounts, you as the Certifying Official must also certify them. This incorporates a "check and balance" to the expenditure of Government funds. **By you CERTIFYING the account, you are agreeing the funds were spent properly and only for official requirements**.

To approve your cardholders' accounts take the following actions…….

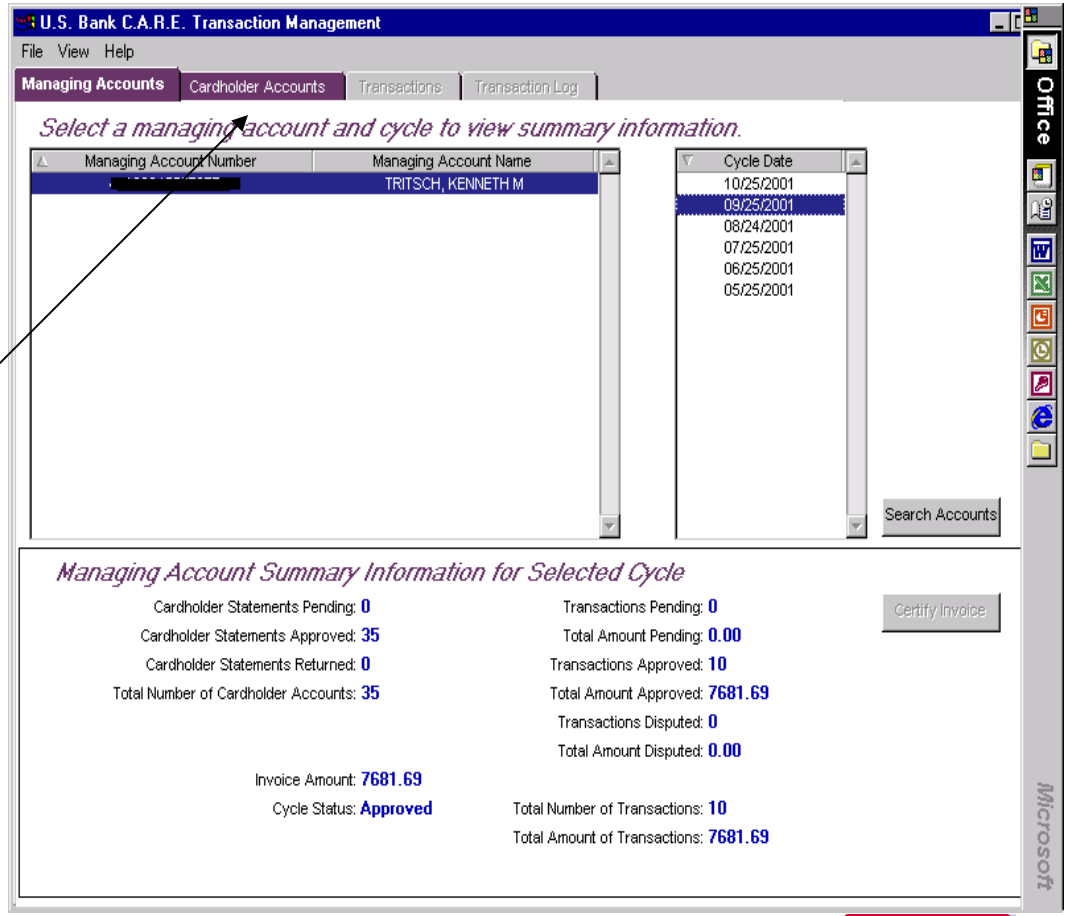
CERTIFYING OFFICIAL -CERTIFY

Log into Transaction Management and click on the account and cycle you want to CERTIFY.



CERTIFYING OFFICIAL – VIEWING FOR COMPLETION

Once you have the account and cycle identified, click on the Cardholder Accounts tab.



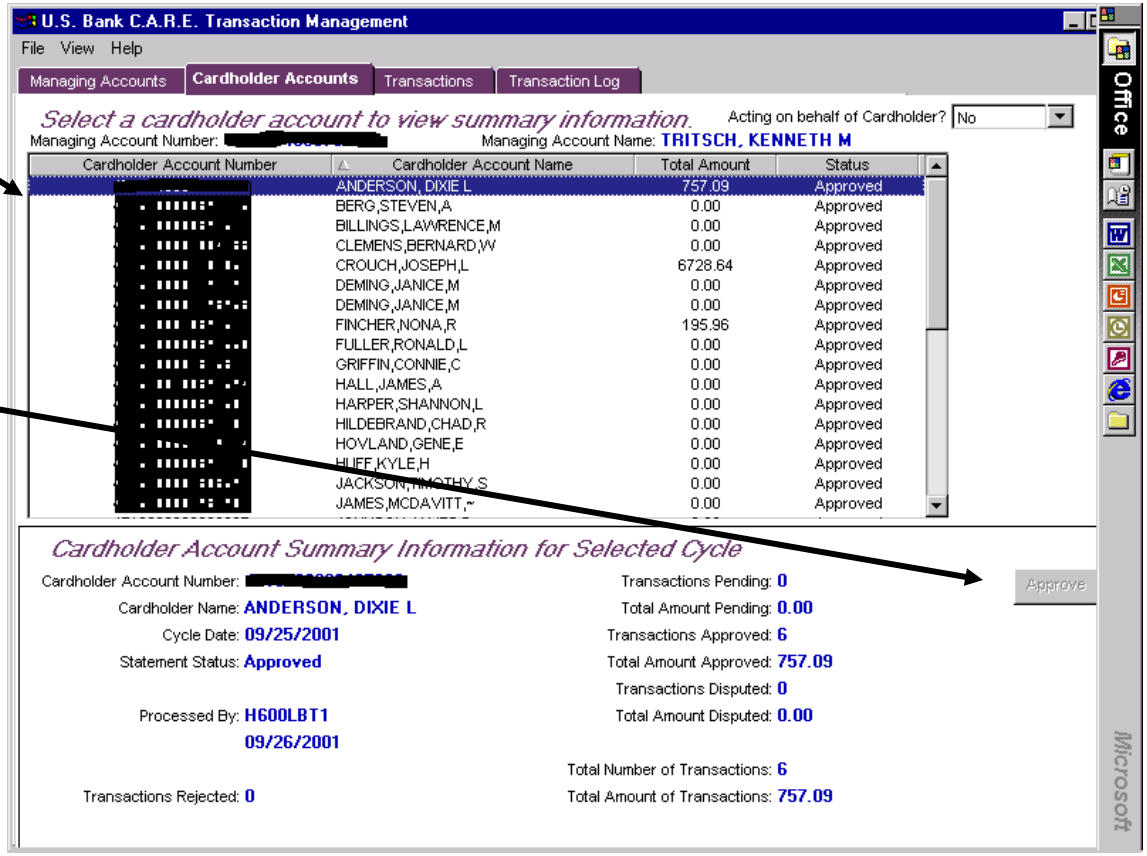
CERTIFYING OFFICIAL – SELECT TO PREVIEW

Select the cardholder you want to approve.

Click the Approve/Certify button. (This account has already been done)

You will get a screen to verify you are certifying the accuracy of the transactions/account . Click the appropriate button.

Repeat until all



CERTIFYING OFFICIAL – APPROVING CARDHOLDER STATEMENT

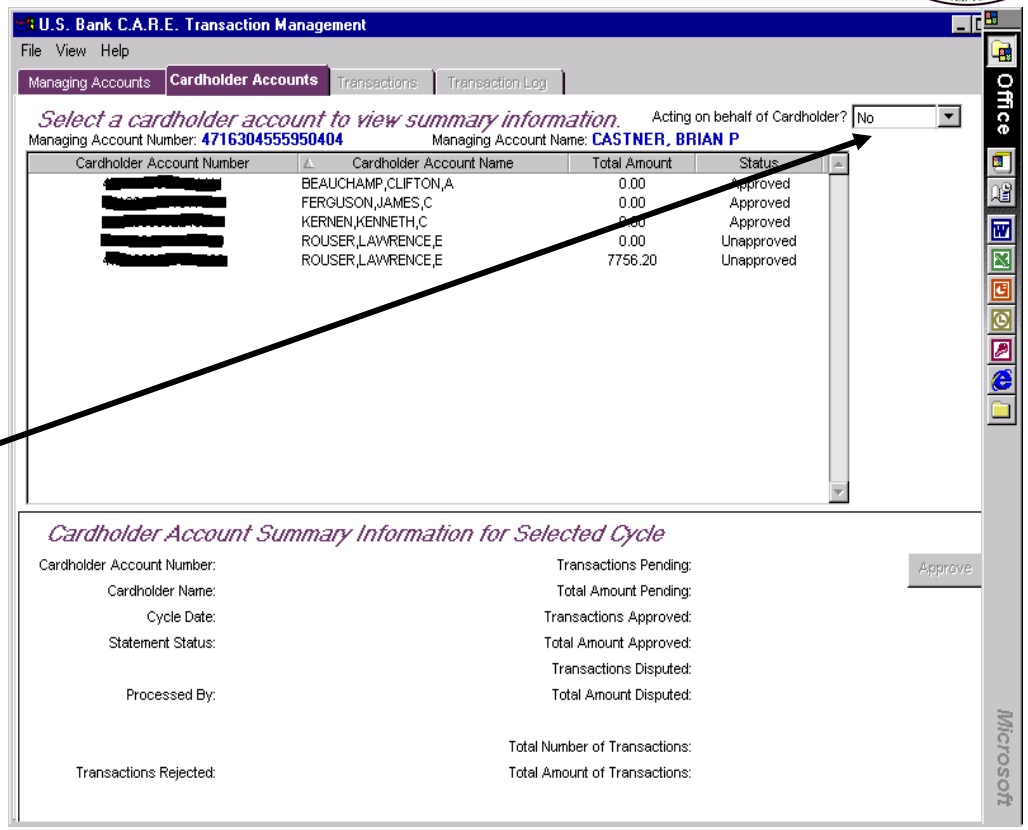
IF CARDHOLDER IS UNAVAILABLE TO APPROVE BEFORE 15 DAYS AFTER THE BILLING CYCLE

If your Cardholder is TDY, Deployed or just not available to approve actions immediately following the end of the cycle, you can reconcile transactions as the Cardholder. If it is 16 days or more after the end of the cycle you CANNOT select act on behalf of the cardholder, at that point only the Certifying Official can work the account.

CERTIFYING OFFICIAL – APPROVING ON BEHALF OF CARDHOLDER

Once you login and go to Transaction Management you then select the account you want to work. You will see this screen.

If it is less than 15 days after the cycle you can act on behalf of the Cardholder by selecting yes here. Then select the Cardholders name and begin working the account as identified in

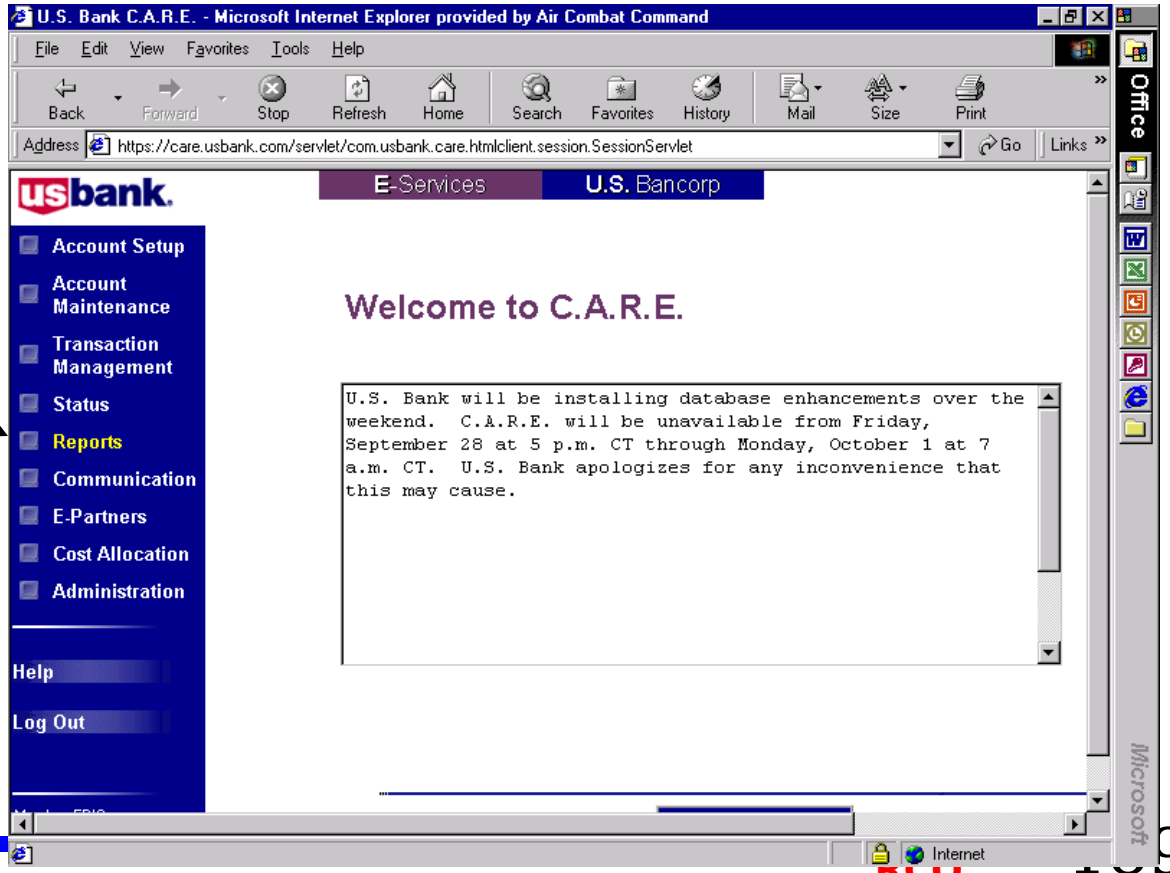


NOTE: All of the steps required of the Cardholder (mentioned in the previ
Must be taken by the Certifying Official when working on behalf of the Car

CERTIFYING OFFICIAL – USING REPORTS MODULE

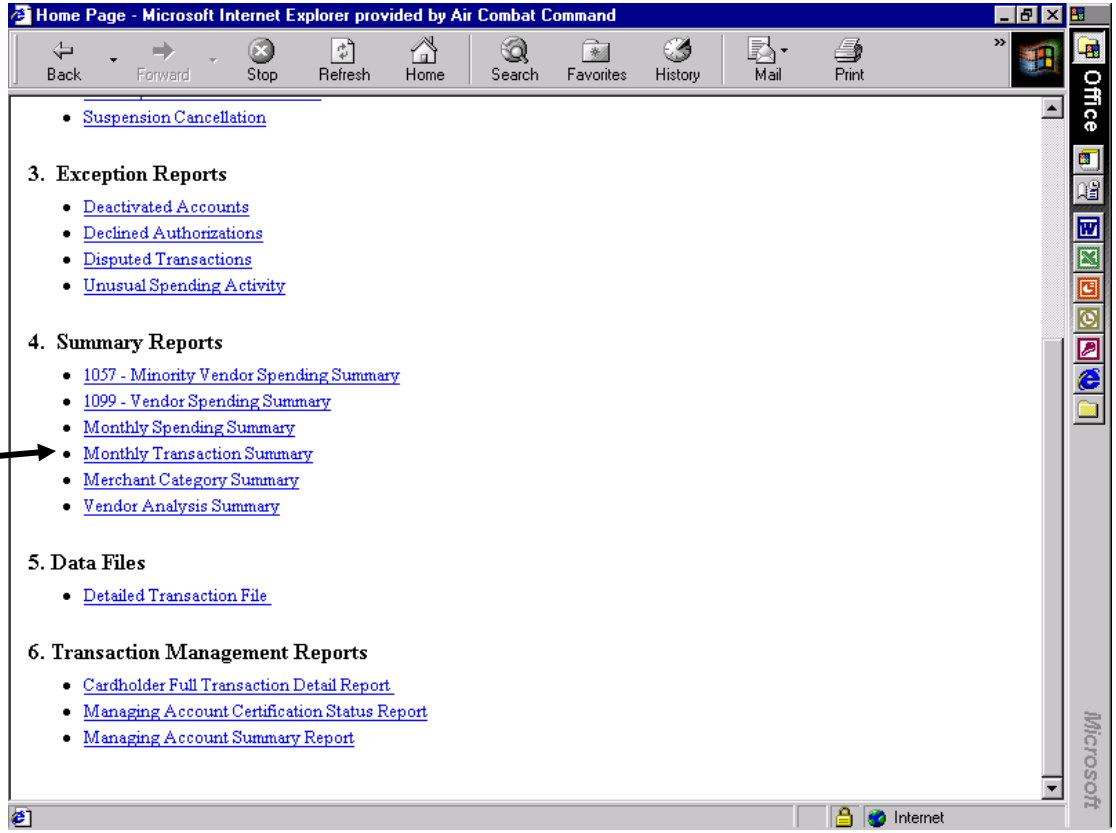
As a Certifying Official, you or your Resource Advisor may need to track or look-up the expenditure of funds for certain periods of time. You can print a report that shows how much is spent using the following procedures.

Click on Reports


U.S. Bank C.A.R.E. - Microsoft Internet Explorer provided by Air Combat Command
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Size Print
Address https://care.usbank.com/servlet/com.usbank.care.htmlclient.session.SessionServlet
Go Links
usbank.
E-Services
U.S. Bancorp
Account Setup
Account Maintenance
Transaction Management
Status
Reports
Communication
E-Partners
Cost Allocation
Administration
Help
Log Out
Welcome to C.A.R.E.
U.S. Bank will be installing database enhancements over the weekend. C.A.R.E. will be unavailable from Friday, September 28 at 5 p.m. CT through Monday, October 1 at 7 a.m. CT. U.S. Bank apologizes for any inconvenience that this may cause.
Internet
Office
Microsoft

CERTIFYING OFFICIAL – SELECTING REPORT FOR PRINTING

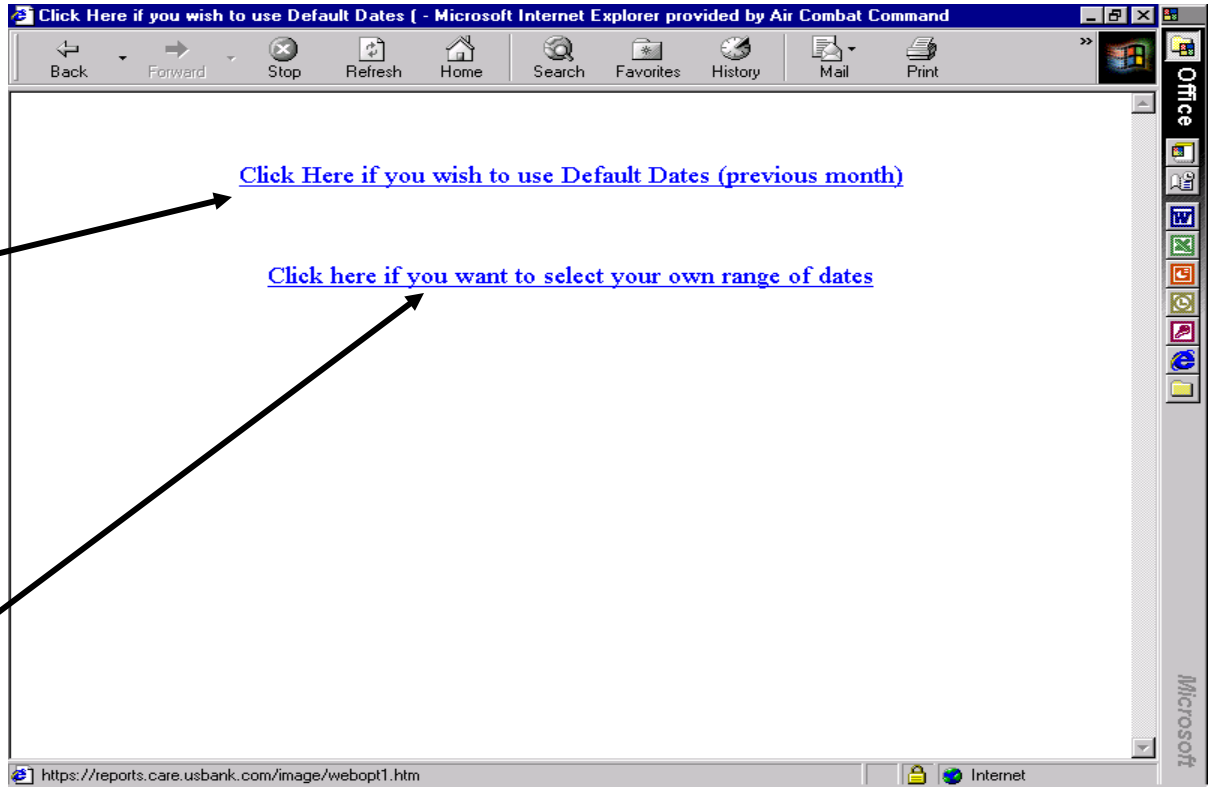
Under "Summary Reports" click on Monthly Transaction Summary.



CERTIFYING OFFICIAL – SELECTING REPORT PERIOD

Select the report you want to run. To get your monthly BO report click on the first selection.

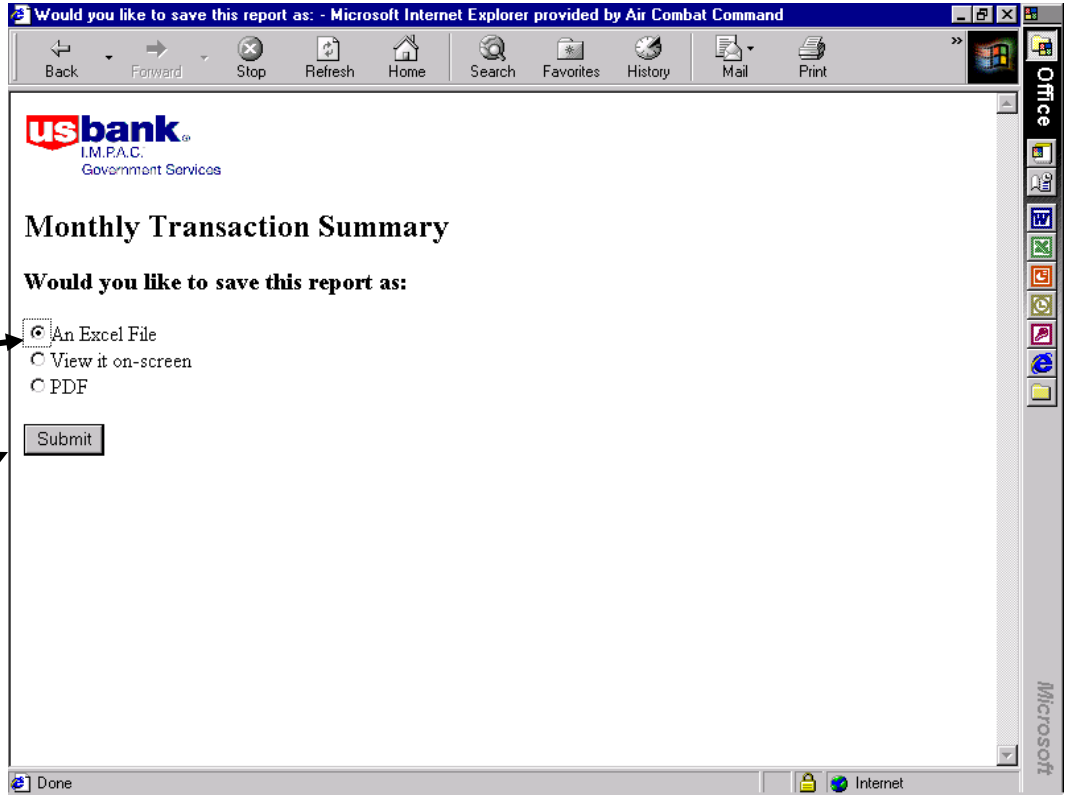
If you are compiling data for purchases, awards or annual figures, choose the second selection and enter the dates required.



CERTIFYING OFFICIAL – SELECTING REPORT FORMAT

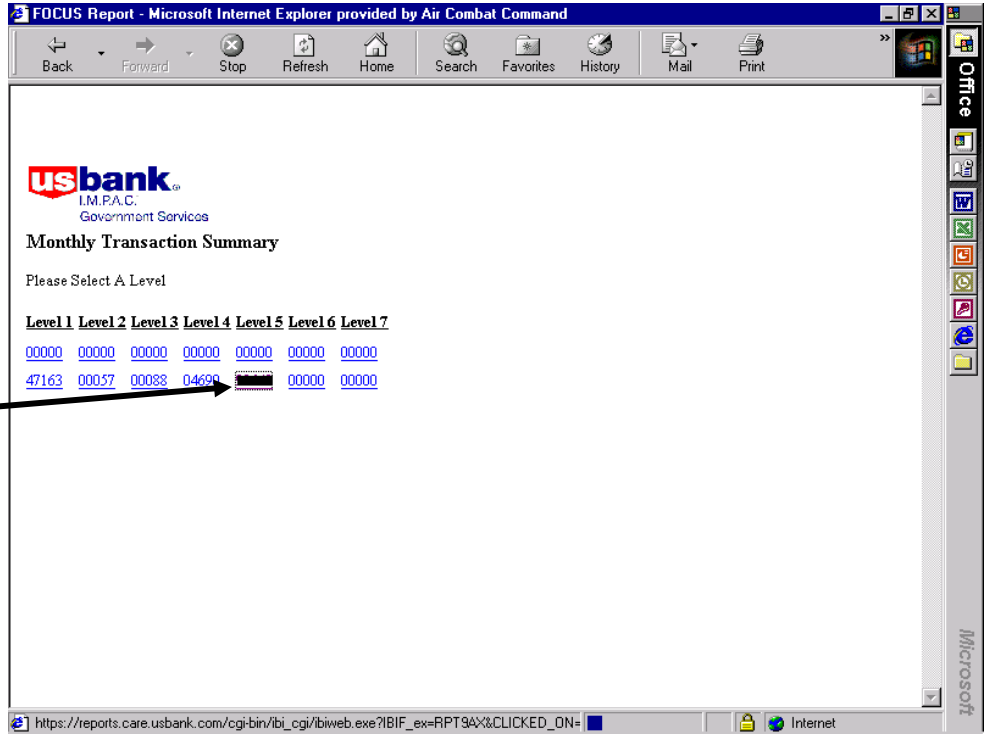
For ease of reading/printing and manipulation, select as an Excel document.

Click Submit.



CERTIFYING OFFICIAL – SELECTING BILLING ACCOUNT

Now you must identify the account you want to print. Select your "Level 5" number (same as company number).



CERTIFYING OFFICIAL – REVIEWING REPORT OUTPUT

This is the report you will receive. It is a combined listing of all your account holders for the period of time specified. As you can see, there is a lot of data on the report you may not need. You can "resize" the columns to save space and even hide/delete columns you don't need (such as Level 6&7) so you can print your report.

https://reports.care.usbank.com/cgi-bin/ibi_cgi/ibiweb.exe?PG_REQTYPE=REDIRECT&PG_Func=GETBINAR - Micros...

File Edit View Insert Format Tools Data Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Tools Mail Print

Address s.care.usbank.com/cgi-bin/ibi_cgi/ibiweb.exe?PG_REQTYPE=REDIRECT&PG_Func=GETBINARY&PG_File=acv1p.xls Go Links

F15 =

	A	B	C	D	E	F	G	H	I
1	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Cardholder Name	Account Numbe
2	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
3	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
4	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
5	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
6	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
7	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
8	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
9	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
10	47163	00057	00088	04690	[redacted]	00000	00000	CROUCH JOSEPH L	[redacted]
11	47163	00057	00088	04690	[redacted]	00000	00000	DEMING JANICE M	[redacted]
12	47163	00057	00088	04690	[redacted]	00000	00000	FINCHER NONA R	[redacted]
13	47163	00057	00088	04690	[redacted]	00000	00000	ROBIN HALTERMAN	[redacted]
14									
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C.A.R.E. - SUMMARY

REMEMBER:

- Cardholders have 3 working days after Billing Cycle (19TH) to reconcile and approve purchases.

- Certifying (Billing) Officials have 2 days after that to Certify the Billing Statements.

- Certifying (Billing) Officials can act on behalf of Cardholders and complete Transaction Logs, dispute, reconcile and approve purchases.

- 15 days after Billing Cycle, Cardholders are locked out of that cycle and Certifying (Billing) Official MUST complete the above.